

Mayor Michael Mattox <u>Vice Mayor</u> Beverley Dalton

Council Members

Jay Higginbotham Charles Edwards William "Bill" Ferguson

Tracy Emerson

Tim George

Altavista Town Council
September 9, 2014
Regular Meeting (7:00 p.m.) Agenda
J.R. "Rudy" Burgess Town Hall – 510 Main Street

ALL CELLPHONES AND ELECTRONIC DEVICES ARE TO BE SILENCED OR TURNED OFF IN COUNCIL CHAMBERS.

5:30 p.m. Joint Work Session with Planning Commission—Downtown Development Guidelines

6:45 p.m. Finance Committee Meeting (Large Conference Room)

7:00 p.m. Regular Council Meeting (Council's Chambers)

- I. Call to Order
- II. Invocation
- III. Approval of Agenda
- IV. **PUBLIC COMMENT PERIOD:** Notes on Comment Period Each speaker is asked to limit comments to 3 minutes and the total period for all speakers will be 15 minutes or less. Council is very interested in hearing your concerns; however speakers should not expect Council action or deliberation on subject matter brought up during the Public Comment segment. Topics requiring further investigation will be referred to the appropriate town officials or staff and may be scheduled for a future agenda. Thank you for your consideration of the Town Council, staff and other speakers.
- V. SPECIAL ITEMS OR RECOGNITIONS (Time allotted as needed) (Estimated Time: 5 minutes)
- VI. **CONSENT AGENDA** (Estimated Time: 5 minutes)
 - Approval of Minutes Work Session August 12th; Regular Meeting August 12th
 - Approval of Authorization for Town Manager to execute USDA (RBEG) grant
 - Receive monthly review of Invoices
 - Receive monthly review of Revenues & Expenditures
 - Receive monthly review of Reserve Balance/Investment Report
 - Departmental Monthly Reports
 - o Administration
 - Community Development
 - o Economic Development
 - Police Department

- o Public Works/Utility Department
- Transit System

- VII. PUBLIC HEARING(S) (Estimated Time: 10 minutes)
 - A) Proposed Issuance of General Obligation Public Improvement Bonds
- VIII. STANDING COMMITTEE/COMMISSION/BOARD REPORTS (Estimated Time: 15 minutes)
 - A) Council Committees
 - i) Finance/Human Resources Committee (Dalton)
 - ii) Police/Legislative Committee (Edwards)
 - iii) Public Works/Utility Committee (Ferguson)
 - B) Others
- IX. **NEW BUSINESS** (Estimated Time: 10 minutes)
 - A) Consideration of Delinquent Tax List for 2013 and Write Offs
 - B) Consideration of Regional Investigation Squad Resolution
- X. **UNFINISHED BUSINESS** (Estimated Time: 5 minutes)
- XI. MANAGER's REPORT (Estimated Time: 5 minutes)
 - A) Town Council Calendars (September/October)
 - B) Informational Items
- XII. Matters from Town Council
- XIII. CLOSED MEETING (If necessary)
- XIV. Adjournment

Notice to comply with Americans with Disabilities Act: Special assistance is available for disabled persons addressing Town Council. Efforts will be made to provide adaptations or accommodations based on individual needs of qualified individuals with disability, provided that reasonable advance notification has been received by the Town Clerk's Office. For assistance, please contact the Town Clerk's Office, Town of Altavista, 510 Seventh Street, Altavista, VA 24517 or by calling (434) 369-5001.

Thank you for taking the time to participate in your Town Council meeting. The Mayor and Members of Council invite and encourage you to attend whenever possible because good government depends on the interest and involvement of citizens.

AGENDA ITEM	SYNOPSIS AGENDA SEPTEMBER 9, 2014 REGULAR ALTAVISTA TOWN COUNCIL MEETING				
I. Call To Order					
II. Invocation					
III. Approval of Agenda	Approve Agenda as presented or modified. Enclosure: NO				
IV. Public Comment Period	Enclosure: NO				
V. Special Items or Recognitions	Enclosure(s): NO				
VI. Consent Agenda	 a) Approval of Minutes – Work Session August 12th; Regular Meeting August 12th b) USDA Grant Authorization c) Receive monthly Invoices d) Receive monthly review of Revenues and Expenditures e) Receive month review of Reserve Balance/Investment Report f) Departmental Reports Enclosures: YES				
	Need a motion to Approve the items on the Consent Agenda.				
VII. Public Hearings	Proposed Issuance of General Obligation Public Improvement Bonds				

VIII. Standing Committees /Commissions/ Board Reports	 ❖ Finance/Human Resources Committee Report – Chairman Dalton ❖ Police/Legislative Committee: Chairman Edwards ❖ Public Works/Utility Committee: Chairman Ferguson Others: ❖
IX: New Business	 Consideration of Delinquent Tax List for 2013 and Write Offs Enclosure(s): YES Consideration of Regional Investigation Squad Resolution Enclosure(s): YES
X: Unfinished Business	None scheduled at this time. Enclosure(s): NO
XI: Manager's Report	 a. Town Council Calendars Enclosure(s): Yes b. Informational Items
XII: Closed Meeting	

The work session of the Council of the Town of Altavista was held in the Council Chambers of the J.R. Burgess Municipal Building, 510 Seventh Street, on August 12, 2014 at 5:30 p.m.

Council members

present: Mr. Mike Mattox

> Mrs. Beverley Dalton Mr. Charles Edwards Mr. Tracy Emerson Mr. Bill Ferguson Mr. Timothy George

Council members

absent: Mr. Jay Higginbotham

Mr. J. Waverly Coggsdale, III, Town Manager Also present:

Mrs. Tobie Shelton, Finance Director

Mr. David Garrett, Public Works/Utilities Director

Mrs. Mary Hall, Administration Mr. Rick Youngblood-VDOT

Mr. Don Austin-VDOT

Mayor Mattox welcomed everyone and turned the meeting over to Mr. Rick Youngblood, District Planning Manager for the Lynchburg District of the Virginia Department of Transportation.

Mr. Youngblood addressed Council. He advised the Small Urban Plan document is the transportation planning document for the Town of Altavista and noted a number of projects have come from this document including the Pittsylvania Avenue Intersection improvement. Mr. Youngblood felt this was a good time to approach Council regarding their vision of future projects in the Town. He noted there has been discussion on the intersections of Main and Bedford and 7th and Bedford and felt this unique location might benefit from a "peanut" roundabout, which would eliminate the traffic signals and other pedestrian conflicts. He mentioned once a "peanut" roundabout is in place the maintenance cost is practically eliminated. Mr. Youngblood stated he was aware of some of the top priorities such as vehicular congestion at the Altavista Elementary School and the need for a turning lane. The intersection of Lynch Mill Road and Clarion Road is at a unique angle; there is a project identified for realignment of that intersection. Lynch Mill and Main Street have some turning lane issues. He noted the Small Urban Plan was written in 2008 and the Rural Long Range Transportation Plan in 2011 and these priorities are identified in both.

Mr. Youngblood referred to the Staunton River Bridge, Business 29, advising it is a \$26 million project with an estimated construction date of 2019 which includes the pedestrian bridge. This bridge has been selected as a special funding project. He stated the bridge is moving forward and is currently in the design phase along with the pedestrian accommodations. He referred to the House Built 2 (HB2); a state mandated prioritization process where projects will go through a matrix of detail data and prioritize projects, noting several of the town's projects are at the top of the list. He asked Council to look at what projects they are interested in.

Mr. Emerson asked what the plans are for the vehicular congestion problem at the Altavista Elementary School.

Mr. Youngblood advised a study was conducted approximately seven years ago and identified some short term fixes that helped but didn't work. They found there were more car riders than students riding the buses. He suggested Council pass a resolution asking VDOT to perform a study to identify what short term and long term alternatives were available.

Mr. Coggsdale noted the resolution is listed on the agenda for the Town Council meeting following the work session.

Mr. Youngblood referred to Main Street being four lanes and asked if four lanes are needed. The projects he mentioned are Lynch Mill, Lynch Mill and Clarion, Lynch Mill and Main; the top three projects.

Mr. George asked if a traffic light will be installed at the intersections of Lynch Mill and Clarion Roads.

Mr. Youngblood offered there were several items that are considered before installing a light and if there was something the Town wants considered from an identification standpoint, Traffic Engineering could be contacted.

Mrs. Dalton suggested while the school study is being conducted, the Clarion Road/Lynch Mill Road be looked at as well since they are in the same proximity.

Mr. Ferguson spoke in favor of the "peanut" roundabout stating it eliminates a lot of problems.

Mr. Youngblood advised he had conducted a study with two things coming from it; the peanut roundabout was the preferred alternative which had the better cost benefit because future maintenance cost is minimal and fits within the existing right-of-way.

Mayor Mattox noted this would tie into the downtown development, the park, and gateway to the new bridge.

Mr. Youngblood stated it works into the pedestrian movement as well.

Mr. George questioned the layout of the streets entering onto Main Street. He referred to Franklin Avenue, stating there is a light to turn left or go straight and a light to turn right but only one lane for traffic. He asked if this was a VDOT issue.

Mr. Youngblood advised there are two traffic signal replacement projects moving forward; signals are dated and need upgrading. He also referred to the access management issues on Main Street which has been identified in the plan. A study could be conducted to determine if two lanes would handle the traffic flow on Main Street.

Mrs. Dalton asked who would bear the cost of the "peanut" roundabout.

Mr. Youngblood responded it could be a number of opportunities such as revenue sharing program.

Mrs. Dalton asked how the Pittsylvania Avenue project was funded.

Mr. Youngblood responded Ms. Sharon White with the Virginia Department of Transportation could help answer that question.

After some discussion, Council asked Mr. Youngblood to add the "peanut" roundabout to the long term vision.

Mayor Mattox stated the highest priority is Lynch Mill Road in the area of the Altavista Elementary School with the next being the Lynch Mill/Clarion intersection then Lynch Mill/Main Street intersection. He asked that consideration be given to returning Main Street back to two lanes, making it safer and pleasing to the eye.

Mr. Youngblood advised if Council so desired he would update the Small Urban Plan document.

COUNCIL WORK SESSION AUGUST 12, 2014

Mr. Coggsdale referred to the north end of 7^{th} Street and the consideration of 7^{th} being extended to Lynch Mill Road.

Mrs. Dalton did not feel this was a great priority.

Mr. Youngblood referred to the lighting on the Main Street Bridge saying it was nice but there is maintenance cost to incur with the lighting aspect.

Mr. Coggsdale stated this should be considered in the study because of the pedestrian component.

Mayor Mattox adjourned the meeting at 6:28 p.m.	
	Michael E. Mattox, Mayor
	Michael E. Mattox, Mayor
J. Waverly Coggsdale, Clerk	

The meeting of the Council of the Town of Altavista was held in the Council Chambers of the J.R. Burgess Municipal Building, 510 Seventh Street on August 12, 2014 at 7:00 p.m.

- 1. Mayor Mattox called the meeting to order and presided.
- 2. Rev. David Bayse, Central Baptist Church, gave the invocation.

Council members

present: Mayor Michael Mattox

Mrs. Beverley Dalton Mr. Charles Edwards Mr. Tracy Emerson Mr. Bill Ferguson Mr. Timothy George Mr. Jay Higginbotham

Also present: Mr. J. Waverly Coggsdale, III, Town Manager

Mr. Daniel Witt, Assistant Town Manager Mrs. Tobie Shelton, Finance Director Chief Kenneth Walsh, Police Department

Mr. David Garrett, Public Works/Utilities Director Mr. Steve Bond, Wastewater Treatment Director

Mr. John Eller, Town Attorney Mrs. Mary Hall, Administration

3. Mayor Mattox asked if there were any questions regarding the agenda.

A motion was made by Mrs. Dalton, seconded by Mr. Ferguson, to approve the agenda.

Motion carried:

VOTE:

Mr. Michael Mattox
Yes
Mrs. Beverley Dalton
Yes
Mr. Charles Edwards
Yes
Mr. Tracy Emerson
Yes
Mr. Bill Ferguson
Yes
Mr. Timothy George
Yes

Mr. Timothy George Yes Mr. Jay Higginbotham Yes

4. Public Comment

Mark Moss-Altavista EMS Ambulance Funding

Chief Mark Moss, Altavista EMS came forward and addressed Council. He thanked Council for their support of the EMS during the budgetary process stating the monies would be used to help fund a new ambulance. He noted the Altavista EMS received 253 calls and responded to 247 of them last month comparing this to other agencies. He stated they provide service to the Town of Altavista along with surrounding communities.

Mayor Mattox thanked Chief Moss and his organization for their efforts.

Mr. Dennis Delappe, owner of Vintage on Broad, addressed Council in regards to the new two hour parking signs which allows parking for two hours only within one block per day. He stated he occasionally has customers come by and stay an hour in his store then visit other stores including eating within walking distance. He asked that common sense be used when dealing with out-of-town people that are visiting the Town in regards to the parking situation. Mr. Delappe also referred to the large banners on Main Street and suggested all town activities from January to December be posted to encourage visitors to come in to Altavista.

Mayor Mattox referred the parking sign situation to the Police/Legislative Committee and the banners issue to the Altavista on Track Committee.

Mayor Mattox asked if anyone else would like to come forward to speak on anything not listed on the agenda.

No one came forward.

5. Special Items or Recognitions

Introduction of Newly Hired Altavista Police Officer

Chief Walsh addressed Council and introduced Mr. Daniel Foggin, new Patrol Officer. Mr. Foggin began the academy in July.

6. Consent Agenda

- a) Approval of Minutes- Regular Meeting July 8, 2014
- b) Receive monthly review of Invoices
- c) Receive monthly review of Revenue & Expenditures
- d) Receive monthly review of Reserve Balance/Investment Report
- e) Departmental Monthly Reports
 - Administration
 - Community Development
 - Economic Development
 - Police Department
 - Public Works/Utility Department
 - Transit System

A motion was made by Mr. Ferguson, seconded by Mr. Emerson, to approve the items as listed on the consent agenda.

Motion carried:

wiotion carried.		
VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

7. Public Hearings

a) Electronic Changeable Copy Sign-Ordinance Amendment-Revisions to Section 86-640a of the Zoning Ordinance pertaining to Electronic Changeable Copy signs.

Mr. Coggsdale advised at last month's Town Council meeting, Council set a public hearing to seek input on the proposed changes to the Zoning Ordinance, Section 86-640 (6) regarding Electronic Changeable copy sign regulations. The Planning Commission conducted its Public Hearing on the matter on Monday, August 4th and has submitted a recommendation to amend Section 86-640 (6) of the Zoning Ordinance of the Town Code as advertised.

Mr. Jerry Barbee, Planning Commission Chair, addressed Council and advised at the June 3rd Planning Commission meeting, Commissioners were presented with a request to consider amending the Sign Ordinance, Section 86-640 (6). This section of the code regulates Electronic Changeable Copy Signs. Staff gathered information and provided a report to the Planning Commission at their June 30th meeting. The Planning Commission reviewed the Town's current ordinance, the ordinances of several localities, VDOT's code section, and determined that the

Town's Ordinance was too restrictive. They have worked with Staff and the Town Attorney to develop reasonable amendments. He listed the proposed changes as:

- (6) Changeable copy sign (electronic). Electronic changeable copy signs shall meet the development standards set forth in this section for the applicable type of sign. No changeable copy sign shall be permitted which is so constructed or placed that it diverts the attention of motorists to the detriment of safe travel on the streets of the town. All such signs shall conform to the following standards:
 - a. The sign cannot flash <u>but words or numbers may</u> scroll in any direction.
 - b. There shall be no more than three lines of text on any sign face for an electronic changeable copy sign.
 - c. Text on the face of the sign shall remain in place for a minimum of 4 seconds.
 - d. Maximum size for electronic changeable copy sign is 45 square feet.
 - e. <u>Electronic changeable copy signs shall comply</u> with all <u>Virginia Department of Transportation</u> (VDOT) requirements.
 - f. Sign standards shall be as described in section 86-652

Mr. Barbee advised no one spoke for or against the proposed amendments and the recommendation was approved on a 4-0 vote with one Commissioner absent.

Mayor Mattox opened the public hearing at 7:13 p.m. and asked if anyone would like to come forward and comment on the proposed changes to the Zoning Ordinance.

No one came forward.

Mayor Mattox closed the public hearing at 7:13 p.m.

A motion was made by Mrs. Dalton, seconded by Mr. George, to accept the Planning Commission's recommendation and amend Section 86-640 (6) of the Zoning Ordinance of the Town Code as advertised, to become effective upon approval.

Motion carried:

Mr. Michael Mattox	Yes
Mrs. Beverley Dalton	Yes
Mr. Charles Edwards	Yes
Mr. Tracy Emerson	Yes
Mr. Bill Ferguson	Yes
Mr. Timothy George	Yes
Mr. Jay Higginbotham	Yes
	Mrs. Beverley Dalton Mr. Charles Edwards Mr. Tracy Emerson Mr. Bill Ferguson Mr. Timothy George

- 8. Standing Committee/Commission/Board Reports
 - a) Council Committees
 - i. Finance/Human Resources Committee

Health Insurance Plans

Mrs. Dalton advised this item would be addressed at a later date as new information is being gathered.

Water Infrastructure Financing Plan

Mrs. Dalton advised Council has been discussing different ways to finance the Water Infrastructure projects that have been forecasted for the coming years. The more pressing projects are Project 1A (Bedford Avenue), for which bids have been received and scheduled for discussion later in the meeting and Project 1B (Main Street) which the design work has begun. She advised the Bond Counsel has indicated that if the Town is considering a borrowing the Town would have to schedule a public hearing. She noted by authorizing the public hearing there is no obligation to borrow but it keeps the option available and the process on track. The Committee recommends the public hearing on potential borrowing of funds be held at Council's regular meeting in September.

Mrs. Dalton motioned that the Altavista Town Council conduct a public hearing on Tuesday, September 9th at 7:00 p.m. in regard to potential borrowing for water line infrastructure project funding.

Motion carried:

widtion carricu.		
VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

[&]quot;Pop Up Altavista" Funding Request (AOT)

Mrs. Dalton advised previously Council was updated by Altavista on Track (AOT) regarding their desire to move forward with an entrepreneurial program that would assist with the creation of new small businesses in Town. AOT is ready to move forward and is seeking to partner with the Town in regard to the \$20,000 that would be utilized as "grant awards" to the successful businesses. She mentioned previously AOT was granted a request of \$50,000 for their "No Interest Loan" program by Town Council, the approved funding is earmarked in the Town's Reserve Funds. AOT is requesting that \$10,000 of those funds be utilized for the "Pop Up" Altavista funding. Mrs. Dalton advised the Committee has considered this concept and recommends that \$10,000 of the previously \$50,000 earmarked in Town Reserves be allocated to AOT for the "Pop Up Altavista" grant program.

Mrs. Dalton motioned that the request of \$10,000 of the \$50,000 earmarked in the Town's Reserves for the AOT "No Interest Loan" program be allocated to AOT's "Pop Up Altavista" grant program.

Mr. Higginbotham asked for an explanation of what the "Pop Up Altavista" Program was.

Ms. Rodriguez, Executive Director of Altavista on Track, advised the Pop Up Altavista" is modeled after a program in Marion, Virginia which was very successful in recruiting new businesses or expanding existing businesses. She stated the goal is to bring in three new businesses prior to the end of the fiscal year.

Motion carried:

Motion Carried.		
VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

FY 2014 Year End Budget Amendments

Mrs. Dalton advised Mrs. Shelton has presented Council with a memorandum for consideration of year end budget amendments. She noted the Committee has reviewed the information and recommends the budget amendments be adopted as presented.

Mrs. Dalton motioned that the year-end budget amendments for FY2014 be approved as presented.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

Dump Truck Engine Replacement Request

Mrs. Dalton advised the Committee has received a memorandum from Mr. Garrett for consideration regarding the unscheduled replacement of a dump truck engine. The Committee reviewed and recommends approval of the request for funds in the amount of \$11,000 for replacement of the dump truck engine. It is anticipated that a small amount of the funds will be utilized out of the Highway Fund, due to the nature of the use of the vehicle. She noted the appropriate budget amendment would be presented at a later date.

Mrs. Dalton motioned that the request for funds in the amount of \$11,000 for replacement of the dump truck engine be approved.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

ii. Police/Legislative Committee

Mr. Edwards advised the Town has experienced a rash of property damage and the Police Department is in the process of clearing these incidents; the clearance ratio is approximately 82%.

iii. Public Works/Utility Committee

Lynch Mill Road – Resolution – VDOT Turn Lane Study Request

Mr. Ferguson advised staff presented the Committee with a request that VDOT perform a study regarding the necessity of a turn lane on Lynch Mill Road in front of Altavista Elementary School. The Town approved a Special Use Permit in February 1995 to allow construction of the school, the conditions of the permit indicated that if VDOT deemed a turn lane necessary Campbell County would construct one. He stated with on-going traffic issues at this location, the Committee recommends adoption of the resolution.

Mr. Ferguson motioned that the resolution requesting VDOT to study the traffic patterns and volumes on Lynch Mill Road in the area of the elementary school be adopted.

Motion carried:

VOTE: Mr. Michael Mattox Yes
Mrs. Beverley Dalton Yes
Mr. Charles Edwards Yes
Mr. Tracy Emerson Yes
Mr. Bill Ferguson Yes
Mr. Timothy George Yes
Mr. Jay Higginbotham Yes

RESOLUTION REQUESTING VDOT TO PERFORM A TRAFFIC STUDY ON A PORTION OF LYNCH MILL ROAD

WHEREAS, the Town of Altavista is dedicated to safety of the traveling public and the efficient flow of traffic in town; and

WHEREAS, the Town of Altavista is home to Altavista Elementary School, which is situated on Lynch Mill Road one of four entry points into the town form Route 29 Bypass ;and

WHEREAS, the February 1995 approval of the Special Use Permit to allow construction of the elementary school, indicated that if a future traffic study determined the need of installation of a left turn lane the County would construct said turn lane, within one year of the date of receipt of the report from VDOT; and

WHEREAS, the section of Lynch Mill Road where the entrance to the school is located is also a connection to Frazier Road making this location a "T" intersection and creating a situation where passenger vehicles and school buses are frequently blocking traffic on Lynch Mill Road and Frazier Road or are utilizing the shoulder of the road as a makeshift entrance lane to allow vehicles to pass; and

WHEREAS, the blocking of Lynch Mill Road and the utilization of the shoulder as an entrance lane creates traffic back-ups and increases the possibility for accidents at this location; and

NOW, THEREFORE BE IT RESOLVED that the Town Council of the Town of Altavista, Virginia requests the Virginia Department of Transportation perform a study of the existing traffic patterns and volume on Lynch Mill Road in the area of the elementary school and the necessity for improvements in this area for improvement of traffic flow and safety.

Adopted the 12th day of August, 2014.

J. Waverly Coggsdale, III, Town Clerk

Motion by: Second by

Roll Call Vote:

Other Items Discussed - No Action Requested

Mr. Ferguson advised other items of discussion:

WWTP Emergency Overflow Pond (PCB Issue) discussion – Staff has received two (2) proposals from engineering firms under the existing "annual services agreements" for professional services related to environmental consulting. Staff will be interviewing the firms and forwarding a recommendation to the Committee later in August. Previously, it was discussed that a Work Session would be held by Town Council to update the status/progress of remediation alternatives for the pond. Based on the

possibility that one of the firms could assist the Town with these efforts, it was decided to look at holding the Work Session later, possibly in October.

Tree Removal Request – Previously, the Committee was prepared to offer a recommendation on one tree on Main Street, but it was decided at a full Council meeting to evaluate street trees in general, especially along Main Street. At this time, staff is working with VDOT in regard to a possible partnership regarding removal of trees along the Main Street corridor. Staff will update the Committee at their next meeting on the progress of this item.

Utility Department operations/Use of technology – The Committee previously requested that staff review the staffing of the utility plants and the feasibility of the use of technology to possibly reduce operational costs. The Committee was updated on the process and staff is working with the Virginia Rural Water Association in regard to evaluation of staffing and technology usage. In addition, staff is scheduling a "peer" visit to see how this technology is being used.

- B) Others
- i) Recreation Committee

Tree Plan: Parks

Mr. George reported to Council on behalf of Ms. Ann Shelton, Recreation Committee Chair. He advised over the past several months the Recreation Committee has been working with staff to develop a tree plan for English Park, the 3rd Street entrance to English Park and the Bedford Avenue and Leonard Coleman Community parks. He stated the Committee is ready to make a request of Town Council to approve this plan and allocate funding for the trees and benches. Trees should be planted in September or early October for the best chance of survival and the Committee would like to have the trees planted this fall. He noted staff has attained quotes from several locally owned and operated companies as well as quotes from nurseries within the region-Bedford & Campbell County.

Council was presented with proposed plans for each of the parks and areas the Committee is addressing. Being requested are 24 Zelkovas; a nice shade tree that grows fairly fast. It has been recommended by Nathan with HDL Landscape Architects with an estimated cost is \$1,500. Also being requested are 2 Magnolia trees at the entrance to English Park near the entrance gate at an estimated cost of \$175. He stated 17 Leyland Cypress and 17 Holly trees or the possible options of Cryptomeria (Yoshino or Burfordii Holly) to be planted as a buffer along 3rd Street. Staff has spoken with Kirk Schultz, Horticulturist for the City of Lynchburg, and he does not recommend the Cypress trees due to their susceptibility to bag worms. The estimated cost is \$400. He noted two benches are being requested, one for each of the Community Parks, Bedford Avenue and Leonard Coleman at an estimated cost of \$1,200. Mr. George advised the Recreation Committee is requesting an amount not to exceed \$3,500 for this project.

Mayor Mattox referred this request to the Public Works Committee.

ii) Planning Commission

Downtown Revitalization Overlay District and Design Guidelines

Chairman Jerry Barbee addressed Council and advised the Planning Commission has been working on the Downtown Revitalization Overlay Ordinance and Design Guidelines along with Mr. Scott Smith, Region 2000 Local Government Council. The Planning Commission held a public hearing last week and unanimously approved the documents. Chairman Barbee asked Council to consider a joint work session with the Planning Commission to review these documents.

It was the consensus of Council to conduct a joint work session with the Planning Commission to discuss the amended changes to the Downtown Revitalization Overlay District and Design Guidelines scheduled for September 9, 2014 at 5:30 p.m.

9. New Business

A) Review and Consideration of Approval of Bid for the Bedford Avenue Waterline Project (Project 1A)

Mr. Coggsdale advised bid opening was held on July 29, 2014 for the Bedford Avenue Waterline Improvements (Project 1A). The bids received were higher than the estimates for the construction of the project. The low bidder came in with a base bid of \$3,996,472 and this bid was above the original construction estimate of \$2,600,000 which presented a gap of \$1,396,472. Updated information on the construction estimate was forwarded to the Town a few days before the bid opening, which showed the updated estimate as \$3,150,000 and a contingency of \$158,000 for a total of \$3,308,000 reducing the gap to \$688,472. These are the construction costs only and do not include the engineering, administration and borrowing costs. He provided Council with a memo from the engineer that lays out options and components of the project. One of the items listed on the base bid item was for additional quantities of items associated with the project if they are deemed necessary; this bid item totaled \$200,150. These funds would only be utilized if additional quantities were required by the job and a unit price would be established. In addition, an Additive Bid item was listed that included the open cut for the Staunton River rather than the horizontal drilling method included in the base bid. This option would allow the Town to install a new raw water line in conjunction with this project. This item had a bid of \$637,062, which would increase the base bid amount by said amount.

Mrs. Dalton asked for an explanation of the items listed on the memo

Mr. Herbert White, WW Associates addressed Council stating they have identified every water connection that they know of. He noted the lowest estimate is 21% higher than their projected cost and felt running the line under the railroad may have driven the cost up somewhat with the risk factors.

Mr. Higginbotham noted the unclassified excavation and asked if a price could be offered if rock is hit and the remainder at a lower price could be obtained; is there any cost savings? Also if there would be a savings by running the line in the street as opposed to the sidewalk.

Mr. White stated the street as opposed to the sidewalk was a consideration when the project was designed. If the line is ran in the street, it would be excavated and would have to be backfilled with stone and the asphalt would be milled to the middle of the street and repaved. The sidewalk could be backfilled with soil and the concrete replaced. He noted there was some issue with potential damage to the curb and gutter; which would be a challenge for the contractor. The engineers felt it was cheaper to install the lines under the sidewalk. He addressed the issue of rock versus unclassified materials saying this is tough to determine. He stated the reason engineers like unclassified materials is because they don't have to come back to Council and ask for change orders.

Mrs. Dalton asked who would be responsible for replacing the curb and gutter.

Mr. White advised the way the bid is written the contractor would be responsible.

Mr. Higginbotham felt a former public works director could advise if there was rock along Bedford Avenue. He asked Mr. White if he was certain of a savings by placing the lines under the sideway.

Mr. White responded he was certain there was a savings.

A motion was made by Mr. Edwards, seconded by Mr. Ferguson, to approve the bid submitted by DLB, Inc. of \$3,996,472.

Mr. Higginbotham felt someone should know if rock would be hit going up Bedford Avenue and possibly in some of the subdivisions. He thought with this information, maybe a cap could be put on the cost. He felt this would be worth negotiating with the contractor.

Mrs. Dalton suggested WW Associates have a conversation with DLB, Inc. regarding this and report back to Council.

This item was tabled until more information is presented.

B) Donation of Statue for War Memorial Park (Ralph English)

Mr. Coggsdale advised last year, Mr. Ralph English, representing the Veterans of Foreign Wars (VFW) Post 4165 and American Legion Memorial Post 36, asked the Town to establish a "pass through" fund for refurbishment of the War Memorial. The VFW contributed \$8,000 to the fund and since that time all the brass plaques have been refurbished or replaced. Currently, the Town is working on replacing documents at the Freedom Shrine, painting the structure and replacing the glass. Recently, Mr. English contacted the Town in regard to a War Memorial statue that he would like to donate and have placed at the War Memorial. The preferred placement would be in the grass strip between the parking lot and the War Memorial; the Town would construct a concrete pad for the statue to rest on.

Regular Council Meeting—August 12, 2014

A motion was made by Mrs. Dalton, seconded by Mr. Ferguson, to accept the donation the War Memorial statue from Mr. Ralph English.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

Mayor Mattox requested a letter of thanks or resolution be presented to Mr. English.

C) Discussion/Consideration of Regulations for Pawnbrokers

Mr. Eller advised Pawn Shops are popping up in Campbell County and in the Town of Altavista. He stated a new pawn shop obtained a business license and a surety bond of \$10,000 as required by the Town Code. Mr. Eller stated he has received information from Campbell County stating Pawnbrokers have additional requirements. Chapter 40 of Title 54.1 Sections 54.1-4000 through 4014 of the Virginia Code governs the licensing of pawnbrokers and it appears the intent of the legislature was to assign the regulation of pawnshops to local governments as opposed to numerous other occupations which are regulated by the state boards. The Town has an ordinance on precious metals dealers but not on pawnbrokers. Mr. Eller advised Council of the need to pass an ordinance on pawnbrokers paralleling the Virginia Code. The State Code (Sec.54.1-4001) requires that the circuit court may authorize the town to issue a pawnbrokers license upon proof that the owner has not been convicted of a felony or a crime of moral turpitude in the last 10 years. It further stated that no such license shall be issued except by the said authority of the circuit court and (Sec 54.1-4003) states that no person shall be licensed as a pawnbroker without having in place a bond in the amount of \$50,000, with surety. Mr. Eller recommended the ordinance be passed.

Mayor Mattox mentioned at one time zoning did not allow for pawnbrokers.

Mr. Eller stated he would review this matter.

Mayor Mattox referred the pawnbrokers matter to the Legislative Committee.

10. Unfinished Business

- 11. Manager's Report
 - a) Project Updates
 - b) Other Items as Necessary
 - c) Informational Items
 - d) Town Council Calendars (August/September)
- 12. Matters from Town Council
- 13. Closed Session

Regular Council Meeting—August 12, 2014

g else to bring before Council.
Michael E. Mattox, Mayor



Town of AltavistaTown Council Meeting Agenda Form

Meeting Date: September 9, 2014

Agenda Placement: Consent Agenda

(Special Recognition (awards, proclamation), Requests & Communications (reports, information presentations). Public Hearings, Unfinished Business, New Business, Closed Session)

Subject Title: USDA RBEG Grant authorization

SUBJECT HIGHLIGHTS

Recently the Town applied for and received a USDA Rural Business Enterprise Grant (RBEG) for the establishment of a "Low Interest Loan Program" to assist businesses. Council is requested to adopt the following motion:

MOTION: "The Altavista Town Council authorizes the Town Manager to execute all necessary paperwork and agreements associated with the USDA Rural Business Enterprise Grant (RBEG)."

Attachments: □Yes	⊠No			

TOWN OF	ALIAVIS.		FROM: 08/01/2014	10. 00/31/2014
CHECK	VENDOR		CHECK	CHECK
NO	NO	NAME	DATE	AMOUNT
		MIKE KING	08/01/2014	100.00
32520	9999998	Russell's Auction	08/01/2014	150.00
32521		ADAMS CONSTRUCTION CO		141.13
32522	126	ALTAVISTA VOLUNTEER FIRE CO		1,361.00
32523	578	AMERITAS LIFE INSURANCE CORP	08/04/2014	2,749.40
32524	103	BEACON CREDIT UNION	08/04/2014	670 00
32525	12	BRENNTAG MID-SOUTH INC	08/04/2014	1,978.98
32526	581	BUSINESS SOLUTIONS INC	08/04/2014	500.00
32527		COLUMBIA GAS	08/04/2014	206.94
32528	32	CONTROL EQUIPMENT CO INC	08/04/2014	194.29
32529	125	CVCJA	08/04/2014	155.98
32530		J JOHNSON ELLER JR		1,887.75
32531	71	FAIRPOINT COMMUNICATIONS	08/04/2014	403.06
32532	119	FOSTER FLECTRIC CO INC	08/04/2014	402.59
32533	46	GENTRY LOCKE RAKES MOORE LLP	08/04/2014	543.50
32534	9999998	GILBERT, BRENDA	08/04/2014	150.00
32535		HANDI-CLEAN PRODUCTS		
		ICMA RETIREMENT TRUST-457 #30	04 08/04/2014	632.00
		MINNESOTA LIFE		122.86
		SOUTHSIDE ELECTRIC COOP		
32539	35	TREASURER OF VA/VITA		115.29
32540	515	DALE TYREE JR	08/04/2014	1,700.00
32541	271	VIRGINIA CAROLINA PAVING & GI		302,157.40
32542	104	VIRGINIA LOCAL GOVT MGMENT AS	SS 08/04/2014	407.81
32543	354	WILEY & WILSON	08/04/2014	947.00
32544		WILLOUGHBY & ASSOCIATES INC		
		ALTAVISTA JOURNAL	08/08/2014	166.05
		KATHI BOGERT		1,725.36
		CALVIN BRYANT	08/08/2014	
32548		BSW INC	08/08/2014	
32549	9999998	CALLANDS, TERRY	08/08/2014	150.00
		CENTURYLINK	08/08/2014	2,240.13
32551	419	CREATIVE EDGE DESIGN INC DAVIS FROST INC	08/08/2014	75.00
32552			08/08/2014	923.39
		DIXON BERRY	08/08/2014	100.00
32554		DMV	08/08/2014	260.00
32555		ENGLISH'S LLC FISHER SCIENTIFIC	08/08/2014	235.90 628.29
32556 32557		GRETNA TIRE INC	08/08/2014	
32558		INTEGRATED TECHNOLOGY GROUP	08/08/2014 IN 08/08/2014	377.85 2,289.39
32559		JESSE MARLOW II	08/08/2014	75.03
32560		KENNETH J TRUTCH	08/08/2014	1,800.00
32561		LYNN KIRBY	08/08/2014	195.00
32562		NAPA AUTO PARTS	08/08/2014	441.78
32563		O'REILLY AUTOMOTIVE INC	08/08/2014	800.73
32564		PSYCHOLOGICAL HEALTH ROANOKE		205.00
32565		SOUTHERN REFRIGERATION CORP	08/08/2014	610.14
32566		TASER INTERNATIONAL	08/08/2014	3,941.42
32567		UNIFIRST CORP	08/08/2014	1,261.33
32568		VUPS INC	08/08/2014	131.25
		WOODS, KORRE K	08/08/2014	89.33

32570	192	WW ASSOCIATES INC	08/08/2014	1,750.00
32571	583	CAMPBELL COUNTY PUBLIC LIBRARY	08/14/2014	902.86
32572	208	CAMPBELL COUNTY TREASURER	08/14/2014	107.56
32573	36	DOMINION VIRGINIA POWER	08/14/2014	43,566.11
32574	247	ENGINEERED SYSTEMS & PRODUCTS	08/14/2014	12,045.00
32575	118	FERGUSON ENTERPRISES INC #75	08/14/2014	899.13
32576		FIRE & SAFETY EQUIP CO INC	08/14/2014	127.00
32577		GRAPHIC CONTROLS	08/14/2014	536.25
32578		ICMA RETIREMENT TRUST-457 #304	08/14/2014	657.00
32579		INSTRUMENTATION SERVICES INC	08/14/2014	708.00
32580		ORKIN PEST CONTROL LLC	08/14/2014	243.85
		Russell's Auction	08/14/2014	150.00
32582		SHERWIN WILLIAMS CO	08/14/2014	380.85
32583		TREASURER OF VA	08/14/2014	155.12
32584		AFLAC	08/21/2014	1,993.30
32585		ALTAVISTA JOURNAL	08/21/2014	1,578.50
32586		BEACON CREDIT UNION	08/21/2014	670.00
32587		BOXLEY AGGREGATES	08/21/2014	630.74
32588		BRENNTAG MID-SOUTH INC	08/21/2014	13,229.00
32589		BSW INC	08/21/2014	340.00
32590		BUSINESS CARD	08/21/2014	8,857.29
32591		CAMPBELL COUNTY UTILITIES & SE	08/21/2014	330.24
32592		CENTRAL VA COMMUNITY COLLEGE	08/21/2014	2,500.00
		DAVIS, MINISTER OCIE L.	08/21/2014	150.00
32594		FISHER SCIENTIFIC	08/21/2014	2,250.51
32595		GENTRY LOCKE RAKES MOORE LLP	08/21/2014	1,147.50
32596		HOVEROUND	08/21/2014	195.00
32597		KAPPE ASSOCIATES INC	08/21/2014	4,201.33
32598		MILLERS PLUMBING REPAIR/BOBCAT	08/21/2014	11,940.00
32599 32600		MUNICIPAL CODE CORPORATION NTELOS	08/21/2014 08/21/2014	700.00 748.63
32600	_	PITNEY BOWES GLOBAL FINANCIAL	08/21/2014	50.00
32602		SPECIALTY VALVES & CONTROLS CO	08/21/2014	1,636.03
32603		TREASURER OF VA	08/21/2014	2,209.55
32604		VACORP	08/21/2014	26.87
32605		WILEY & WILSON	08/21/2014	1,808.00
32606		ADAMS CONSTRUCTION CO	08/29/2014	558.60
32607		AMERITAS LIFE INSURANCE CORP	08/29/2014	2,782.72
32608		BEACON CREDIT UNION	08/29/2014	670.00
32609		CENTURYLINK	08/29/2014	2,246.72
32610		CHRISTOPHER MICALE, TRUSTEE	08/29/2014	125.00
32611		FOSTER ELECTRIC CO INC	08/29/2014	116.98
32612		ICMA RETIREMENT TRUST-457 #304	08/29/2014	657.00
32613		MINNESOTA LIFE	08/29/2014	122.86
32614		PHILLIPS EQUIPMENT CORPORATION	08/29/2014	723.91
32615		REI CONSULTANTS INC	08/29/2014	231.31
32616		THE PORTRAIT PLACE	08/29/2014	324.36
32617		TREASURER OF VA	08/29/2014	8,656.00
32618		TROY & BANKS	08/29/2014	90.16
32619		DALE TYREE JR	08/29/2014	4,500.00
32620		WILLOUGHBY & ASSOCIATES INC	08/29/2014	350.00

NO. OF CHECKS: 103 TOTAL CHECKS 481,078.77

	FY 2015	FY 2015					
	Adopted	Amended	FY 2015	MTD % of	FY 2015	YTD % of	YTD
General Fund Revenue	<u>Budget</u>	<u>Budget</u>	MTD	<u>Budget</u>	YTD	<u>Budget</u>	<u>Projections</u>
Property Taxes - Real Property	369,000	369,000	2,596	1	3,394	1	369,000
Public Service - Real & Personal	86,600	86,600	0	0	o	0	86,600
Personal Property	195,000	195,000	1,071	1	1,681	1	195,000
Personal Property - PPTRA	100,000	100,000	0	0	6,088	6	100,000
Machinery & Tools	1,518,000	1,518,000	0	0	0	0	1,518,000
Mobile Homes - Current	500	500	4	1	4	1	500
Penalties - All Taxes	5,500	5,500	405	7	579	11	5,500
Interest - All Taxes	3,000	3,000	497	17	654	22	3,000
Local Sales & Use Taxes	135,000	135,000	12,597	9	25,580	19	135,000
Local Electric and Gas Taxes	110,000	110,000	23,229	21	25,632	23	110,000
Local Motor Vehicle License Tax	43,000	43,000	897	2	1,391	3	43,000
Local Bank Stock Taxes	160,000	160,000	0	0	0	0	160,000
Local Hotel & Motel Taxes	80,000	80,000	5,404	7	14,556	18	80,000
Local Meal Taxes	660,000	660,000	64,042	10	126,004	19	660,000
Audit Revenue	3,500	3,500	0	0	0	0	3,500
Container Rental Fees	900	900	0	0	0	0	900
Communications Tax	40,000	40,000	3,461	9	6,889	17	40,000
Transit Passenger Revenue	5,000	5,000	0	0	10	0	5,000
Business License Fees/Contractors	7,000	7,000	42	1	42	1	7,000
Busines License Fees/Retail Services	110,000	110,000	332	0	6,944	6	110,000
Business Licnese Fees/Financial/RE/Prof.	8,500	8,500	0	0	1,094	13	8,500
Business License Fees/Repairs & Person Svcs	16,500	16,500	0	0	166	1	16,500
Business Licenses Fees/Wholesale Businesses	1,800	1,800	0	0	0	0	1,800
Business License Fees/Utilities	8,000	8,000	0	0	0	0	8,000

	FY 2015	FY 2015					
	Adopted	Amended	FY 2015	MTD % of	FY 2015	YTD % of	YTD
General Fund Revenue (Continued)	<u>Budget</u>	<u>Budget</u>	MTD	<u>Budget</u>	YTD	<u>Budget</u>	Projections
Business License Fees/Hotels	1,300	1,300	o	ol	ol	o	1,300
Permits - Sign	1,000	1,000	80	8	180	18	1,000
Fines & Forfeitures - Court	20,000	20,000	1,067	5	1,147	6	20,000
Parking Fines	200	200	30	15	30	15	200
Interest and Interest Income	58,000	58,000	1,272	2	2,841	5	58,000
Rents - Rental of General Property	1,000	1,000	100	10	150	15	1,000
Rents - Pavilion Rentals	3,000	3,000	325	11	475	16	3,000
Rents - Booker Building Rentals	4,000	4,000	525	13	1,325	33	4,000
Rents - Rental of Real Property	60,000	60,000	4,221	7	8,442	14	60,000
Property Maintenance Enforcement	1,300	1,300	0	0	o	0	1,300
Railroad Rolling Stock Taxes	19,000	19,000	0	0	3	0	19,000
State DCJS Grant	80,000	80,000	0	0	0	0	80,000
State Rental Taxes	500	500	45	9	251	50	500
State/Misc. Grants (Fire Grant)	9,100	9,100	0	0	1,361	15	9,100
State/VDOT Contract Services	3,000	3,000	0	0	O	0	3,000
VDOT Police Grant for Overtime	0	0	0	o	0	0	o
State Transit Revenue	15,500	15,500	0	0	19,148	124	15,500
Campbell County Grants	57,100	57,100	57,100	100	57,100	100	57,100
Litter Grant	2,000	2,000	0	0	0	0	2,000
Fuel - Fire Dept. (Paid by CC)	4,100	4,100	0	0	2,833	69	4,100
VDOT TEA 21 Grant	0	0	0	0	0	0	0
VDOT LAP Funding	0	0	0	0	0	0	O
Federal Transit Revenue	70,500	70,500	3,834	5	19,834	28	70,500
Federal/Byrne Justice Grant	4,000	4,000	0	0	0	0	4,000
Federal/Bullet Proof Vest Partnership Grant	0	0	¹¹ 0	0	0	0	О
Misc Sale of Supplies & Materials	10,000	10,000	0	o	0	0	10,000
Misc Cash Discounts	200	200	30	15	32	16	200

	FY 2015	FY 2015					
	Adopted	Amended	FY 2015	MTD % of	F Y 2015	YTD % of	YTD
General Fund Revenue (Continued)	Budget	Budget	MTD	Budget	YTD	Budget	Projections
Miscellaneous	13,000	13,000	1,684	13	7,421	57	13,000
Reimbursement of Insurance Claim	0	0	o	О	0	О	Ó
Misc State Forfeiture Fund	0	0	0	О	445	О	О
Misc Federal Forfeiture Fund	0	0	0	О	0	О	О
Transfer In from General Fund (C.I.P.)	0	0	0	o	0	0	0
Transfer In from CIF	0	0	О	0	0	0	0
Transfer In from General Fund Design. Reserves	0	o	0	0	0	0	0
	4,104,600	4,104,600	184,889	<u>4.50</u>	343,726	<u>8.37</u>	4,104,600

Town of Altavista Fund Expenditure Totals FY 2015 17% of Year Lapsed

	FY 2015 Adopted <u>Budget</u>	FY 2015 Amended Budget	FY 2015 <u>MTD</u>	MTD % of Budget	FY 2015 <u>YTD</u>	YTD % of Budget	YTD <u>Projections</u>
ALL FUNDS TOTAL							
Operations	5,702,350	5,702,350	452,738	8	867,358	15	5,702,350
Debt Service	0	0	0	0	0	0	, , o
CIP	750,000	750,000	15,603	2	15,603	2	750,000
Transfer Out to General Fund Reserve	588,500	588,500	0	0	0	0	588,500
Transfer Out to General Fund Reserve (Fire Dept.)	65,000	65,000	0	0	0	0	65,000
Transfer Out to Cemetery Reserve	25,000	25,000	0	0	0	0	25,000
Transfer Out to Enterprise Fund Reserve	<u>264,550</u>	<u>264,550</u>	<u>0</u>	0	<u>0</u>	0	<u>264,550</u>
ALL FUNDS - GRAND TOTAL:	7,395,400	7,395,400	468,341	<u>6</u>	882,961	<u>12</u>	7,395,400

Town of Altavista Fund Expenditure Totals FY 2015 17% of Year Lapsed

	FY 2015	FY 2015					
	Adopted	Amended	FY 2015	MTD % of	FY 2015	Y⊺D % of	YTD
GENERAL FUND (FUND 10)	Budget	<u>Budget</u>	MTD	Budget	YTD	Budget	Projections
Council / Planning Commission							
Operations	34,030	34,030	1,749	5	4,392	13	34,030
Debt Service	o	О	0	0	. 0	0	0
CIP	10,000	10,000	О	0	0	<u>0</u>	<u>10,</u> 000
Administration - TOTAL:	44,030	44,030	<u>1.749</u>	<u>0</u> <u>4</u>	<u>4.392</u>	<u>10</u>	44.030
Administration		- 1					
Operations	755,340	755,340	49,756	7	161,774	21	755,340
Debt Service	0	0	0	0	0	0	755,540
CIP	35,000	35,000	0		0	<u>0</u>	35,0 <u>0</u> 0
Administration - TOTAL:	<u>790.340</u>	790.340	<u>49.756</u>	<u>0</u> <u>6</u>	<u>161,774</u>	<u>20</u>	<u>790,340</u>
Non-Departmental							
Operations	989,980	989,980	2,500	0	79,186	8	989,980
Transfer Out to Cemetery Fund	-28,580	-28,580	0	0	0	0	-28,580
Transfer Out to Enterprise Fund	0	o	О	0	0	0	20,000
Transfer Out to General Fund Reserve	-588,500	-588,500	0	0	0	•	-588,500
Transfer Out to Gen. Fund Reserve (Fire Dept.)	-65,000	-65,000	0	<u>0</u>	0	<u>0</u>	-65,000
Operations w/o Transfers Out	307,900	307,900	<u>2.500</u>	_ <u>1</u>	79.18 <u>6</u>	<u>26</u>	307.900
Debt Service	0	0	0	0	0	0	0
CIP	59,000	59,000	<u>1,808</u>	3	<u>1</u> ,808		59,000
Non-Departmental - TOTAL:	<u>366,900</u>	366,900	4.308	<u>3</u> <u>1</u>	<u>80.994</u>	<u>3</u> 22	<u>366,900</u>
Public Safety							
Operations	909,900	909,900	75,850	8	133,023	15	909,900
Debt Service	0	0	0	0	133,023	0	505,500
CIP	32,000	32,000	0	<u>0</u>	ő	<u>0</u>	32,000
Public Safety - TOTAL:	941.900	941,900	<u>75.850</u>	<u>8</u>	133,023	<u>⊻</u> <u>14</u>	<u>32,000</u> <u>941,900</u>

Town of Altavista Fund Expenditure Totals FY 2015 17% of Year Lapsed

	FY 2015	FY 2015					
	Adopted	Amended	FY 2015	MTD % of	FY 2015	YTD % of	YTD
GENERAL FUND (FUND 10)	<u>Budget</u>	<u>Budget</u>	MTD	<u>Budget</u>	YTD	<u>Budget</u>	Projections
Public Works							
Operations	943,950	943,950	70,154	7	113,553	12	943,950
Debt Service	0	0	0	0	0	0	0
CIP	<u>48,500</u>		<u>0</u>	<u>o</u> <u>Z</u>	<u>0</u>	<u>0</u>	<u>48,500</u>
Public Works - TOTAL:	<u>992.450</u>	<u>992.450</u>	<u>70,154</u>	<u>Z</u>	<u>113.553</u>	<u>0</u> <u>11</u>	<u>992,450</u>
Economic Development							
Operations	162,850	162,850	483	0	956	1	162,850
CIP	O	0	0	<u>0</u>	0	<u>0</u>	102,030
Economic Development - TOTAL:	<u>162.850</u>	<u>162,850</u>	<u>483</u>	<u>o</u>	<u>956</u>	<u>1</u>	<u>5</u> 162.850
	l	,				_	
Transit System	l						
Operations	96,050	96,050	7,962	8	13,541	14	96,050
Debt Service	0	0	О	0	0	0	0
CIP	<u>28,000</u>	28,000	0	0	n		28,000
Transit System - TOTAL:	124.050	<u>124.050</u>	<u>7.962</u>	<u>o</u> <u>6</u>	13.541	<u>0</u> 11	<u>28,000</u> 124,050
					-		
GENERAL FUND TOTALS							
Operations	3,210,020	3,210,020	208,454	6	506,424	16	3,210,020
Debt Service	0	0	0	0	0	0	0
CIP	212,500	212,500	1,808	1	1,808	1	212,500
GENERAL FUND - GRAND TOTAL:	3,422,520	3,422,520	210,262	<u>6</u>	508,232	<u>15</u>	3,422,520

Town of Altavista Council / Planning Commission FY 2015 Expenditure Report 17% of year Lapsed

COUNCIL / PLANNING COMMISSION - FUND 10	FY 2015 Adopted <u>Budget</u>	FY 2015 Amended <u>Budget</u>	FY 2015 <u>MTD</u>	MTD % of Budget	FY 2015 <u>YTD</u>	YTD % of Budget	YTD Projections
Wages & Benefits	21,000	21,000	1,749	8	3,499	17	21,000
Other Employee Benefits			О	0	o	0	1 1
Services	8,000	8,000	0	0	О	0	8,000
Other Charges	5,030	5,030	0	0	893	18	5,030
Materials & Supplies	0	o	0	0	o	0	0
Capital Outlay	10,000	10,000	0	0	0	0	10,000
Total Expenditures	44,030	44,030	1,749	4	4,392	10	44,030

Town of Altavista Administration FY 2015 Expenditure Report 17% of year Lapsed

ADMINISTRATION - FUND 10	FY 2015 Adopted <u>Budget</u>	FY 2015 Amended <u>Budget</u>	FY 2015 <u>MTD</u>	MTD % of Budget	FY 2015 <u>YTD</u>	YTD % of Budget	YTD Projections
Wages & Benefits	397,400	397,400	34,634	9	70,947	18	397,400
Other Employee Benefits	18,800	18,800	750	4	1,510	8	18,800
Services	175,340	175,340	6,748	4	53,880	31	175,340
Other Charges	135,700	135,700	5,702	4	33,407	25	135,700
Materials & Supplies	28,100	28,100	1,922	7	2,030	7	28,100
Capital Outlay	35,000	35,000	0	0	0	0	35,000
Total Expenditures	790,340	790,340	49,756	6	161,774	20	790,340

Town of Altavista Non-Departmental FY 2015 Expenditure Report 17% of Year Lapsed

	FY 2015	FY 2015					
NOV BED A DECEMBER OF THE PARTY	Adopted	Amended	FY 2015	MTD % of	FY 2015	YTD % of	YTD
NON-DEPARTMENTAL - FUND 10	<u>Budget</u>	<u>Budget</u>	MTD	<u>Budget</u>	<u>YTD</u>	<u>Budget</u>	<u>Projections</u>
CONTRIBUTIONS - OTHER CHARGES							
Other Charges - Misc.	48,600	48,600	2,500	5	7,500	15	48,600
Campbell County Treasurer			0	О	О	О	o
USDA Assistance	0	О	О	О	О	О	О
NABF Youth Baseball Tournament	О	О	О	О	О	О	О
Property Maintenance Enforcement	5,000	5,000	О	0	О	О	5,000
Business Development Center	2,500	2,500	2,500	100	2,500	100	2,500
Altavista Chamber of Commerce	20,000	20,000	o	o	5,000	25	20,000
Dumpster Reimbursement	600	600	О	0	0	О	600
Uncle Billy's Day Funding	20,000	20,000	О	0	0	o	20,000
Christmas Parade Liablity Insurance	500	500	О	o	О	0	500
Contribution - Altavista EMS	10,000	10,000	0	О	О	o	10,000
Contribution - Senior Center	1,000	1,000	О	О	25,000	2,500	1,000
Economic Development Incentives	52,000	52,000	О	О	0	0	52,000
Contribution - YMCA Recreation Program	100,000	100,000	О	О	О	0	100,000
Contribution - Altavista Fire Co.	10,000	10,000	О	О	1,361	14	10,000
Contribution - Avoca	16,900	16,900	О	О	4,225	25	16,900
Contribution - Altavista On Track (MS)	35,000	35,000	О	О	8,750	25	35,000
CONTRIBUTIONS - OTHER CHARGES - TOTAL	273,500	273,500	2,500	1	46,836	17	273,500
NON-DEPARTMENTAL - Non-Departmental							
Fuel - Fire Company	5,000	5,000	0				5 000
NON-DEPARTMENT - ND - TOTAL		-	ĭ	U	0	U	5,000
NON-DEPARTMENT - ND - TOTAL	5,000	5,000	0	4	엑	0	5,000
NON-DEPARTMENTAL - SUBTOTAL	278,500	278,500	2,500	1	46,836	17	278,500
TRANSFER OUT							
Transfer Out - Cemetery Fund	28,580	28,580	О	O	25,000	87	28,580
Tranfer Out - Enterprise Fund	0	0	0	o	0	0	0

Town of Altavista Non-Departmental FY 2015 Expenditure Report 17% of Year Lapsed

	FY 2014	FY 2014					
NON DEPARTMENT OF THE PROPERTY	Adopted	Amended	FY 2014	MTD % of	FY 2014	YTD % of	YTD
NON-DEPARTMENTAL - FUND 10	<u>Budget</u>	<u>Budget</u>	MTD	<u>Budget</u>	YTD	<u>Budget</u>	Projections
Transfer Out - Library Fund	o	o	О	lo	ol	ol	ol
Transfer Out - General Fund Reserve	588,500	588,500	o	o	o	0	588,500
Transfer Out - CIF	0	0	0	О	o	0	0
Transfer Out - General Fund Reserve (Fire Dept.)	65,000	65,000	0	О	0	0	65,000
TRANSFER OUT - TOTAL	682,080	682,080	0	0	25,000	4	682,080
DEBT SERVICE				İ			
Debt Service - Principal	o	o	o	o	0	n	0
Debt Service - Interest	0	0	0	0	o	0	0
DEBT SERVICE - TOTAL	o	0	0	0	0	0	ő
MATERIALS & SUPPLIES - Non. Dept.				!			
Avoca Materials & Supplies	29,400	29,400	0	o	7,350	25	29,400
MATERIALS & SUPPLIES - TOTAL	29,400	29,400	0	Ö	7,350 7,350	25 25	29,400
NON-DEPARTMENTAL TOTAL - EXCLUDING CAPITAL	989,980	989,980	2,500	0	79,186	8	989,980
			,		,		303,300
CAPITAL OUTLAY - Non-Departmental							
Capital Outlay - New	0	0	0	0	0	0	0
Replacement Improvements (T-21 / Streetscape)	0	0	1,808	0	1,808	0	0
Replacement Other than Buildings (Avoca)	59,000	59,000	o	0	0	- 0	59,000
Replacement Other than Buildings (VDOT LAP)	0	O	0	0	0	0	0
CAPITAL OUTLAY -TOTAL	59,000	59,000	1,808	3	1,808	3	59,000
NON-DEPARTMENTAL TOTAL - INCLUDING CAPITAL	1,048,980	1,048,980	4,308	0	80,994	8	1,048,980
NON-DEPARTMENTAL TOTAL - EXCLUDING TRANSFERS OUT	366,900	366,900	4,308	1	55,994	15	366,900

Town of Altavista Public Safety FY 2015 Expenditure Report 17% of Year Lapsed

PUBLIC SAFETY - FUND 10	FY 2015 Adopted <u>Budget</u>	FY 2015 Amended <u>Budget</u>	FY 2015 <u>MTD</u>	MTD % of Budget	FY 2015 <u>YTD</u>	YTD % of Budget	YTD <u>Projections</u>
Wages & Benefits	783,100	783,100	69,314	9	119,593	15	783,100
Other Employee Benefits	О	0	0	0	0	0	0
Services	10,000	10,000	0	0	2,388	24	10,000
Other Charges	36,200	36,200	5,746	16	10,252	28	36,200
Materials & Supplies	80,600	80,600	790	1	790	1	80,600
Capital Outlay	32,000	32,000	0	0	0	0	32,000
Total Expenditures	941,900	941,900	75,850	8	133,023	14	941,900

Town of Altavista Public Works FY 2015 Expenditure Report 17% of Year Lapsed

PUBLIC WORKS - FUND 10	FY 2015 Adopted <u>Budget</u>	FY 2015 Amended <u>Budget</u>	FY 2015 <u>MTD</u>	MTD % of Budget	FY 2015 <u>YTD</u>	YTD % of Budget	YTD Projections
Wages & Benefits	651,600	651,600	55,071	8	94,146	14	651,600
Other Employee Benefits	0	0	0	0	0	0	0
Services	9,250	9,250	162	2	162	2	9,250
Other Charges	25,600	25,600	1,696	7	1,941	8	25,600
Materials & Supplies	257,500	257,500	13,225	5	17,303	7	257,500
Debt Service	0	0	0	0	0	0	0
Capital Outlay	48,500	48,500	0	0	0	0	48,500
Total Expenditures	992,450	992,450	70,154	7	113,553	11	992,450

Town of Altavista Economic Development FY 2015 Expenditure Report 17% of Year Lapsed

ECONOMIC DEVELOPMENT - FUND 10	FY 2015 Adopted <u>Budget</u>	FY 2015 Amended <u>Budget</u>	FY 2015 <u>MTD</u>	MTD % of Budget	FY 2015 <u>YTD</u>	YTD % of Budget	YTD <u>Projections</u>
Wages & Benefits	79,400	79,400	0	0	0	0	79,400
Other Employee Benefits	0	0	0	0	0	0	О
Services	47,700	47,700	395	1	395	1	47,700
Other Charges	30,250	30,250	88	0	561	2	30,250
Materials & Supplies	5,500	5,500	0	0	0	0	5,500
Capital Outlay	0	0	0	#DIV/0!	0	#DIV/0!	0
Total Expenditures	162,850	162,850	483	0	956	1	162,850

Town of Altavista Transit System FY 2015 Expenditure Repost 17% of Year Lapsed

TRANSIT SYSTEM - FUND 10	FY 2015 Adopted <u>Budget</u>	FY 2015 Amended <u>Budget</u>	FY 2015 <u>MTD</u>	MTD % of Budget	FY 2015 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
Wages & Benefits	61,800	61,800	7,343	12	12,388	20	61,800
Services	5,950	5,950	0	0	o	0	5,950
Other Charges	4,150	4,150	323	8	619	15	4,150
Materials & Supplies	24,150	24,150	296	1	534	2	24,150
Capital Outlay	28,000	28,000	0	0	O	0	28,000
Total Expenditures	124,050	124,050	7,962	6	13,541	11	124,050

	FY 2015 Adopted	FY 2015 Amended	FY 2015	MTD % of	FY 2015	YTD % of	YTD
Enterprise Fund Revenue	<u>Budget</u>	<u>Budget</u>	MTD	<u>Budget</u>	YTD	<u>Budget</u>	<u>Projections</u>
Interest/Interest Income	3,500	3,500	o	0	172	5	3,500
Water Charges - Industrial	861,000	861,000	88,937	10	152,374	18	861,000
Water Charges - Business/Residential	239,600	239,600	15,628	7	15,108	6	239,600
Water Charges - Outside Community	130,200	130,200	10,684	8	10,745	8	130,200
Water Charges - Water Connection Fees	1,200	1,200	0	0	О	0	1,200
Sewer Charges - Industrial	1,130,900	1,130,900	113,142	10	213,861	19	1,130,900
Sewer Charges - Business/Residential	238,800	238,800	13,424	6	14,554	6	238,800
Sewer Charges - Outside Community	1,900	1,900	0	0	О	0	1,900
Sewer Charges - Sewer Connection Fees	2,000	2,000	0	0	О	0	2,000
Sewer Charges - Sewer Surcharges	40,000	40,000	13,727	34	17,561	44	40,000
Charges for Service - Water/Sewer Penalties	3,500	3,500	-5	0	1,038	30	3,500
Misc. Cash Discounts	200	200	5	3	5	3	200
Misc. Sale of Supplies & Materials	500	500	0	0	O	0	500
Miscellaneous	25,000	25,000	2,655	11	4,905	20	25,000
State Fluoride Grant	0	0	0	0	0	0	О
Transfer In from Fund 50 (CIP Designated Res)	0	0	0	0	0	0	0
Transfer In from Reserves (DEBT PAYOFF)	0	o	0	0	О	0	О
Transfer in From General Fund	<u>o</u>	<u>o</u>	<u>0</u>	0	o	0	О
							1
		I					
ENTERPRISE FUND - REVENUE:	<u>2.678,300</u>	<u>2.678.300</u>	<u>258.198</u>	<u>10</u>	<u>430.324</u>	<u>16</u>	<u>2,678,300</u>

Town of Altavista Fund Expenditure Totals FY 2015 17% of Year Lapsed

ENTERPRISE FUND (FUND 50)	FY 2015 Adopted <u>Budget</u>	FY 2015 Amended <u>Budget</u>	FY 2015 <u>MTD</u>	MTD % of Budget	FY 2015 <u>YTD</u>	YTD % of <u>Budget</u>	YTD Projections
Water Department							
Operations	895,000	895,000	90,618	10	141,124	16	895,000
Debt Service	0	О	0	0	o	0	0
CIP	115,000	115,000	1,750	2	1,750	2	115,000
Transfer Out	<u>132,275</u>	<u>132,275</u>	0	<u>o</u>	<u>o</u>	<u>o</u>	132,275
Water Department - TOTAL:	<u>1,142,275</u>	1,142,275	92,368	<u>0</u> <u>8</u>	142,874	<u>0</u> <u>13</u>	1,142,275
Wastewater Department							
Operations	1,131,250	1,131,250	114,297	10	165,729	15	1,131,250
Debt Service	0	0	0	0	0	0	0
CIP	272,500	272,500	12,045	4	12,045	<u>4</u>	272,500
Transfer Out	<u>132,275</u>	<u>132,275</u>	<u>0</u>		<u>0</u>		<u>132,275</u>
Wastewater Department - TOTAL:	1,536,025	<u>1,536,025</u>	<u>126,342</u>	<u>8</u>	<u>177,774</u>	12	1,536,025
ENTERPRISE FUND TOTAL							
Operations	2,026,250	2,026,250	204,915	10	306,853	15	2,026,250
Debt Service	0	О	0	0	0	0	0
CIP	<u>387,500</u>	<u>387,500</u>	<u>13,795</u>	<u>4</u>	<u>13,795</u>	<u>4</u>	387,500
Transfer Out	<u>264,550</u>	<u>264,550</u>		_		_	<u>264,550</u>
ENTERPRISE FUND - GRAND TOTAL:	2,678,300	2,678,300	218,710	<u>8</u>	320,648	<u>12</u>	2,678,300

Town of Altavista Water Department FY 2015 Expenditure Report 17% of Year Lapsed

WATER DEPARTMENT - FUND 50	FY 2015 Adopted <u>Budget</u>	FY 2015 Amended <u>Budget</u>	FY 2015 <u>MTD</u>	MTD % of Budget	FY 2015 <u>YTD</u>	YTD % of Budget	YTD <u>Projections</u>
Wages & Benefits	525,700	525,700	59,460	11	99,517	19	525,700
Other Employee Benefits	О	О	О	0	0	0	, 0
Services	43,450	43,450	3,390	8	4,515	10	43,450
Other Charges	161,850	161,850	11,909	7	18,520	11	161,850
Materials & Supplies	164,000	164,000	15,859	10	18,573	11	164,000
Debt Service	О	0	· o	0	0	0	0
Capital Outlay	115,000	115,000	1,750	2	1,750	2	115,000
Transfer Out to Reserves	132,275	132,275			_,,,,,	_	132,275
Total Expenditures	1,142,275	1,142,275	92,368	8	142,874	13	1,142,275

Town of Altavista Wastewater Department FY 2015 Expenditure Report 17% of Year Lapsed

WASTEWATER DEPARTMENT - FUND 50	FY 2015 Adopted <u>Budget</u>	FY 2015 Amended <u>Budget</u>	FY 2015 <u>MTD</u>	MTD % of Budget	FY 2015 <u>YTD</u>	YTD % of Budget	YTD Projections
Wages & Benefits	645,500	645,500	67,432	10	116,570	18	645,500
Other Employee Benefits	0	0	0	0	0	0	o
Services	10,650	10,650	763	7	763	7	10,650
Other Charges	311,500	311,500	35,332	11	35,415	11	311,500
Materials & Supplies	163,600	163,600	10,770	7	12,981	8	163,600
Debt Service	О	o	o	0	O	0	
Capital Outlay	272,500	272,500	12,045	4	12,045	4	272,500
Transfer Out	132,275	132,275	·		'		132,275
Total Expenditures	1,536,025	1,536,025	126,342	8	177,774	12	1,536,025

Town of Altavista Fund Expenditure Totals FY 2015 17% of Year Lapsed

State/Hwy Reimbursement Fund (Fund 20)	FY 2015 Adopted <u>Budget</u>	FY 2015 Amended Budget	FY 2015 <u>MTD</u>	MTD % of Budget	FY 2015 <u>YTD</u>	YTD % of Budget	YTD Projections
Operations CIP State/Hwy Water Department - TOTAL:	435,000 <u>150,000</u> <u>585,000</u>	<u>150,000</u>	34,236 <u>0</u> 34,236	<u>0</u>	48,651 <u>0</u> 48,651	11 <u>0</u> <u>8</u>	435,000 <u>150,000</u> 585,000
Cemetery Fund - (Fund 90)	FY 2015 Adopted <u>Budget</u>	FY 2015 Amended <u>Budget</u>	FY 2015 <u>MTD</u>	MTD % of Budget	FY 2015 <u>YTD</u>	YTD % of Budget	YTD <u>Projections</u>
Cemetery - Operations - Total: Transfer Out - Cemetery Reserve	31,080 <u>25,000</u>		5,133 <u>0</u>	17 <u>0</u>	5,430 <u>0</u>	17 <u>0</u>	31,080 <u>25,000</u>
Cemetery Fund - TOTAL:	56,080	56,080	5,133	<u>9</u>	5,430	<u>10</u>	56,080

Town of Altavista FY 2015 State/Highway Fund 17% of Year Lapsed

State/Highway Reimbursement Fund - Fund 20	FY 2015 Adopted <u>Budget</u>	FY 2015 Amended <u>Budget</u>	FY 2015 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2015 <u>YTD</u>	YTD % of Budget	YTD Projections
REVENUE Street & Highway Maintenance Street & Highway Maintenance/Carry Over Street & Highway Maintenance/Cash Discount State/Highway Reimbursement Fund - GRAND TOTAL:	585,000 0 0 <u>585,000</u>	585,000 0 0 585,000	0 0 0 <u>0</u>	0	0 0 0 <u>0</u>	0 0 0 <u>0</u>	0
EXPENDITURES Maintenance - Other Maintenance Maintenance - Drainage	0	0	0	0	0	0	0
Maintenance - Drainage Maintenance - Pavement	48,200 150,000	48,200 150,000	364 3,349	1 2	364 6,601	1 4	48,200 150,000
Maintenance - Traffic Control Devices	56,800	56,800	5,714	10	6,251	11	56,800
Engineering - Repairs & Maintenance	10,000	10,000	0,7_0	0	0,231	0	10,000
Traffic Control Operations	Ó	o	740	o	740	0	0
Road/Street/Highway - Snow & Ice Removal	40,000	40,000	0	o	0	0	40,000
Road/Street/Highway - Other Traffice Services	50,000	50,000	7,938	16	12,710	25	50,000
General Admin. & Misc Miscellaneous	80,000	80,000	16,130	20	21,984	27	80,000
State/Highway Reimb. Fund - Subtotal:	<u>435,000</u>	435,000	0 34,236	<u>8</u>	48,651	<u>11</u>	435,000
Improvements Other Than Buildings - New Engineering - New	150,000	150,000	0	0	0	0	150,000
State/Highway Reimb. Fund - Capital Outaly - Subtotal:	150,000	150,000	o	0	0	0	150,000
Transfer Out - General Fund Reserve							
State/Highway Fund - GRAND TOTAL:	585,000	585,000	34,236	<u>6</u>	<u>48,651</u>	<u>8</u>	585,000

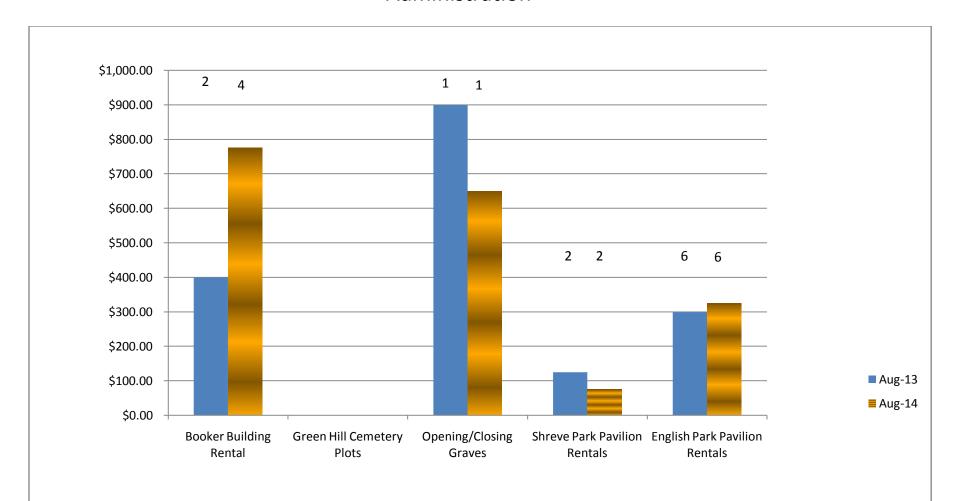
Town of Altavista FY 2015 Cemetery Fund 17% of Year Lapsed

Cemetery Fund - Fund 90	FY 2015 Adopted <u>Budget</u>	FY 2015 Amended Budget	FY 2015 <u>MTD</u>	MTD % of Budget	FY 2015 <u>YTD</u>	YTD % of Budget	YTD Projections
REVENUE Permits/Burials Interest/Interest Income Miscellaneous/Sale of Real Estate	15,000 8,500 4,000	15,000 8,500 4,000	650 0 0	0	1,450 0 3,600	10 0 90	15,000 8,500 4,000
Miscellaneous/Misc. Transfer In From General Fund Cemetery Fund - GRAND TOTAL:	0 <u>28,580</u> 56,080	0 <u>28,580</u> 56,080	0 <u>0</u> 650	0 <u>0</u> <u>1</u>	0 <u>25,000</u> 30,050	0 <u>87</u> <u>54</u>	0 <u>28,580</u> 56,080
EXPENDITURES							
Salaries and Wages/Regular Salaries and Wages/Overtime Benefits/FICA Benefits/VRS Benefits/Medical Insurance is pre-paid	9,500 500 800 1,050 1,100	9,500 500 800 1,050 1,100	215 0 15 20 31	2 0 2 2 3	437 0 31 45 63	5 0 4 4 6	9,500 500 800 1,050 1,100
Benefits/Group Life Other Charges/Misc. Reimb. Materials/Supplies & Repairs/Maint. Transfer Out/To Cemetery Reserve	130 0 18,000 <u>25,000</u>	130 0 18,000 <u>25,000</u>	1,800 3,050	2 0	5 1,800 3,050 <u>0</u>	4 0	130 0 18,000 <u>25,000</u>
Cemetery Fund - GRAND TOTAL:	56,080	56,080	5,133	<u>9</u>	5,430	<u>10</u>	56,080

Tow	'n	of	Alt	av	ista
-----	----	----	-----	----	------

	vista f all Investments and Deposits August 31, 2014	\$ 11,916,342.38				
			Non-Specific			
	Green Hill Cemetery	550,609.94				
	General Fund Reserves					
	Capital Improvement Program Reserves	000 004 74	3,082,914.52			
	Altavista EDA Funding VDOT TEA 21 Enhancement Match	288,834.74 * 309,000.00				
	VDOT TEA 21 ETIMATICEMENT MAICH	597,834.74				
	Enterprise Fund Reserves					
	Capital Improvement Program Reserves		186,064.18			
	PCB Remediation	626,288.83	,			
	Community Improvement Reserve	0.00				
	Police Federal	2,908.32				
	Police State Train Station	14,980.82				
	Public Funds Money Market Accounts Operating Checking Account (Reconciled Balance)	294,818.79	6,559,922.24			
	DESIGNATED FUNDS	2,087,441.44	0.000.000.04			-
	December Delient Francis (Title 6)		9,828,900.94	Dalland	General Enterprise	Total
	Reserve Policy Funds (This figure changes annually w/audit) UNDESIGNATED FUNDS	S	-6,142,695.00 3,686,205.94	Policy \$	4,827,099 1,315,596	6,142,695
NOTES:	Earmarked CIP Reserve / Trash Truck - FY 201	5	-184,000.00			
	Earmarked for Final Downtown Map-21 Project		-77,600.00			
	Council apprvd on 5/13/14 a match for a USDA RBEC		-15,000.00			
	ED rem balance of \$35,000(website and marketing		-6,240.00			
	Earmarked for AOT No Interest Loan Program	n	-40,000.00			
	"Pop-Up" Altavista Funding	g	-10,000.00			
	Accrued Liabilit		-197,801.84			
	FY14 Projected Carryover Need		-636,000.00			
	Funding from VDOT and LAP from Downtown Project		150,000.00			
	Transit Funding	g	-4,209.00			
	UNDESIGNATED RESERVE FUND BALANCI	Ξ	2,665,355.10			

~ Administration ~



Town of Altavista

Monthly Business Activity Report

Date 8/31/14

OPENED

Applicant Name	Mailing Address & Physical Address (if different)	Trade Name	Type of Business	Open Date
Jeff Ellis	901 7th St A	Allure Salon LLC	Retail/Pers Serv	8/1/2014

CLOSED

	Mailing Address & Physical Address		Personal Property Account #	Close
Applicant Name	(if different)	Trade Name	(if known)	Date

Monthly Report to Council

Date: September 9, 2014

To: Town Council

From: Dan Witt, Assistant Town Manager

Re: August Activity Report

1. **Zoning/Code Related Matters:**

5-Aug 038-14	Altavista Area H4H Lynch Mill Road	New home at 1112 4th Street
5-Aug 039-14	Altavista Area H4H Lynch Mill Road	New home at 1114 4th Street
6-Aug 040-14	Pam Barnwey 1700 Avondale Dr	2 car carport in back yard
18-Aug 041-14	Chester Jones, 3223 Chestnut Rd. Nathalie VA	Amend permit 039-13 to allow game room
21-Aug 042-14	Dale Moore, 600 Main Street	Deck for outdoor dinning on Main St. Side

- Follow-up on nuisance letter sent in July to owner of vandalized building at 624 Main Street. The building has been boarded up and secured.
- Grass notice sent to owner of former Moseley Heights Elementary property.

2. Site Plans Reviewed and/or Approved:

• Footer setbacks checked at 1112 and 1114 4th Street- site of Habitat blitz build in scheduled for October.

3. Planning Commission (PC) Related:

• September 2nd meeting canceled but there will be a joint work session on September 9th to discuss DRO Ordinance and guidelines.

4. **AOT Related**

Nothing noted

5. **ACTS Relate**

- Completed July billing reimbursement request to DRPT for operations but unable to submit to DRPT as OLGA computer system is being updated.
- Validated daily ridership and revenue for bus system (August) see bus report.
- Completed online July monthly reporting to DRPT.
- Notified by DRPT that ACTS has been chosen for a Triennial Review of operations. Prepared for and had review on August 27th. KFH consultants, Joel and Dan, and DRPT Grant Administrator, Neil met with staff. A report is forthcoming regarding the any findings or concerns with the operations of ACTS.
- Work completed with DRPT for issuance of a RTAP grant so that ACTS could provide transportation for a handicapped person confined to a wheelchair. The chair was not

approved to be fastened in the bus without the specifically designed connectors. The connectors and installation is \$180 and the grant will pay 100%. Training will be provided to the drivers as part of this. This process took nearly two months to provide all the documentation required by DRPT but the purchase has been approved. The chair was fitted with modifications and the citizen is able to take advantage of the bus. She was very thankful and happy to be able to utilize public transportation.

- Attended CTAV conference in Roanoke.
- Scheduled quarterly random drug screens
- Summer hours extended for the month of September

6. Projects and Administrative Related:

- Updated GIC
- Town Council reports for August
- Certified July monthly bank statements.
- Streetscape/infrastructure project is substantially complete; however there are outstanding items: 1. There is an issue with water runoff from the sidewalk at Dr. West's dental office. 2. VDOT continues to seek a waiver for the 'buy America' clause. 3. A manhole in front of English Auto Alignment was not installed properly. 4. Asphalt milling and repaving at the intersection of 7th & Broad Street must be redone. 5. A water leak that Town staff is monitoring has developed in front of Blank's Oil Company.
- Reviewed Change Orders

NOTE: The two sinkholes that developed at the intersection of 7th Street and Campbell Avenue have been repaired but as stated above milling and paving has not been done.

- Attended Regional Planners working luncheon in Lynchburg
- Drafted a report to TC from Recreation Committee
- Certified July monthly bank statements

_







MONTHLY POLICE REPORT SYNOPSIS

MONTH OF AUGUST, 2014

CRIME STATISTICS - August 1, 2014 thru August 31, 2014

Crimes Against Persons

For the Month of August, the Town of Altavista Community experienced 4 incidents or a 33.33% increase of Crimes Against Persons compared to 3 incident last year during the same time duration.

• 4 Simple Assaults

Property Crimes

For the Month of August, the Town of Altavista Community experienced 6 incidents or a 25% decrease of Property Crimes compared to 8 incidents last year during the same time duration.

- 1 Breaking & Entering
- 1 Motor Vehicle Theft
- 2 Destruction of Property
- 1 Shoplifting
- 1 All Other Larceny

Quality of Life Crimes

For the Month of August, the Town of Altavista Community experienced 11 incidents or a 37.50% increase of Quality of Life Crimes compared to 8 incidents last year during the same time duration.

- 1 Weapon Law Violation
- 1 Drug/Narcotic Violation
- 1 Drunkenness
- 8 All Other Offenses

CRIME STATISTICS - January 1, 2014 thru December 31, 2014 Y.T.D.

Year to date, the Town of Altavista experienced 39 incidents or an 11.43% increase of Crimes Against Persons compared to 35 incidents last year during the same time duration.

- 1 Robbery
- 6 Aggravated Assault
- 32 Simple Assault







Year to date, the Town of Altavista experienced 69 incidents or an 18.97% increase of Property Crimes compared to 58 incidents last year during the same time duration.

- 4 Breaking & Entering
- 15 Shoplifting
- 8 Theft From Motor Vehicle
- 18 Destruction of Property/Vandalism
- 5 Motor Vehicle Theft
- 4 Counterfeiting/Forgery
- 4 Theft From Building
- 10 All Other Larceny
- 1 Theft of Motor Vehicle Parts

Year to date, the Town of Altavista experienced 138 incidents or an 11.29% increase of Quality of Life Crimes compared to 124 incidents last year during the same time duration.

- 4 Weapon Law Violation
- 50 Drug/Narcotic Violations
- 5 Driving under the Influence
- 3 Trespass of Real Property
- 54 All Other Offenses
- 20 Drunkenness
- 1 Family Offenses, Nonviolent
- 1 Runaway

Major Crimes Statistics (Combining Crimes Against Persons & Property Crimes = Major Crimes)

For the Month of August, the Town of Altavista Community experienced 10 incidents or a 9.0% decrease in Major Crimes compared to 11 incidents last year during the same time duration.

Year to date, the Town of Altavista experienced 108 incidents or a 16.1% increase in Major Crimes compared to 93 incidents last year during the same time duration.

The above statistics depict "All Other Offenses" as the most frequent occurrence of criminal activity the Town of Altavista experienced during the month of August.

<u>CALLS FOR SERVICE</u> - August 1, 2014 thru August 31, 2014

The Altavista Police Department was dispatched to 394 Calls for Service or a 3.14% increase compared to 382 C.F.S. last year during the same time duration.

CALLS FOR SERVICE - January 1, 2014 thru December 31, 2014- Y.T.D.

The Altavista Police Department was dispatched to 2879 Calls for Service or a 7.94% increase compared to 2667 C.F.S. last year during the same time duration.







CRIMINAL ARRESTS EXECUTED - August 1, 2014 thru August 31, 2014

The A.P.D. executed 23 criminal arrests or an 8% decrease compared to 25 criminal arrests last year during the same duration.

CRIMINAL ARRESTS EXECUTED - January 1, 2014 thru December 31, 2014- Y.T.D.

The A.P.D. executed 174 criminal arrests or an 11.67% decrease compared to 197 criminal arrests last year during the same duration.

TRAFFIC CITATIONS ISSUED - August 1, 2014 thru August 31, 2014

The A.P.D. issued 10 traffic summons or a 23.07% decrease compared to 13 traffic summons issued last year during the same time duration.

TRAFFIC CITATIONS ISSUED - January 1, 2014 thru December 31, 2014 Y.T.D.

The A.P.D. issued 110 traffic summons or a 63.81% decrease compared to 304 traffic summons issued last year during the same time duration.

OFFICER OF THE MONTH - August, 2014

The Altavista Police Department has selected Officer A.S. Earhart as Officer of the Month for August 2014. During the month of August, Officer Earhart received information about the location of stolen property in the Town of Altavista. Officer Earhart was able to locate all of the stolen property, as well as identify the offenders, prior to the thefts being reported. Through interviews with the suspects, Officer Earhart was able to obtain confessions and close the cases by arrest. During the course of the investigation, the suspects were also determined to have been the offenders in a rash of other recent incidents. With the information provided by Officer Earhart, investigators were able to link the suspect to the incident and charges are pending in those cases. Officer Earhart's diligence, attention to detail and tenacity bring honor to himself and the department.

PERSONNEL TRAINING

One hundred seventy-two (172) hours of training were afforded to police personnel during the month of August, 2014. Blocks of instruction pertained to the following training subjects: Basic Law Enforcement Academy, Canine Training, and Grant Management.







WHAT'S NEW

During the month of August, the Chief and the Crime Prevention Unit delivered notices to all Downtown Business District businesses advising of the upcoming enhanced parking enforcement. All proper signage was put in to place and, after the notification was made to the businesses in the area, strict enforcement commenced. Businesses whose customers may need to park longer than the allotted 2 hours, such as the hair salons, were given an opportunity to request a limited number of Extended Parking Permits. While a few parking tickets have been issued, the vast majority of the parking checks have resulted in no violations. The merchants in the area, who had been the source of a majority of the complaints received by the Police Department, have begun to comply with the parking ordinance. Several of the business owners in the area have voiced support and appreciation for the new enforcement efforts.

During the month of August, Officer Rob Haugh attended a Grant Distribution workshop for the upcoming DMV Highway Safety Grant. The Altavista Police Department was awarded the grants that it had applied for earlier this year. This workshop was a mandatory step in the process of completing the required paperwork to initiate the grants. Once the trouble days, times and locations are determined, DMV will be notified of our planned efforts to reduce crashes and enhance roadway safety. The new grants will begin October 1, 2014.

During the month of August, The Police Department took delivery of the Taser Axon body cameras that were purchased under the Byrne Justice Grant. These cameras will be worn on each officer's person during their normal patrol duties. At this time, the Police Department is undergoing a review of its current policy regarding the cameras in an effort to update it for the newest technology. The Police Department is also in the process of setting up the new infrastructure for these cameras. Once these items are completed, the new cameras will be issued to all officers.

Information compiled for this report was taken from the Altavista Police Department's Monthly Report.



Public Works / Utility Report August 2014

During the month of August the Public Works / Utility Crews were busy with the following Maintenance, Repairs, and other assorted task.

These activities reflect the Town Wide Goals of Stewardship, Public Safety and Improving Customer Service as well as Improving Altavista's Environment and Image.

Work Orders Processed: 242

<u>6ty</u>

<u>Utility Department - Water Distribution:</u>

o Located Miss Utility Tickets	-97
Water Turn On / Turn Off(s)	-48
OWater Cut Off for non Payment	36
o Read Monthly Meters	-61
Repair Water Leak on River Road	
• Exchange Water Meter on 8 th Street	
 Installed New Water Service on 4th Street 	
o Replaced Water Valve in Bedford Ave. Pump Station	
 Assisted the Water Treatment Plant in Cleaning out Basin 	
• Replaced Water Service line to the Concession Building at Shreve Park	
• Water Repair on 4 th Street	

Utility Department - Sewer Distribution:

 Sewer Right-a-Way Clearing at English Park 	
 Installed New Sewer Service on 4th Street 	
 Sewer Main Repair on 4th Street due to roots in Main Line 	
 Sewer Service Repair on Avondale Dr. 	
o Sewer Root Cutting on Main Line	200 Feet
O Sewer Cleaning Main Line	200 Fee

Street Department:

0	Mowing	-80 Acres
0	Liter Pick up	27 Bags
0	Weed Control	-113 Gallons
0	Sweeping Streets	-100 Miles
Special P	Projects:	
		5 00 T

- Franklin Street Sidewalk Removal & Replacement------500 Feet
- Crews installed New Raised Curb & Gutter along Vista Food Parking lot to prevent cars from blocking the sidewalk along Pittsylvania Avenue.

Buildings & Grounds, and Sanitation:

0	Green Hill Cemetery – Opened and Closed Grave	1
0	Brush Collected Stops	146 Stops
0	Brush Collected Loads	8 Loads
0	Bulk Collection Stops	89 Stops
0	Bulk Collection Tonnage	13 Tons
0	Solid Waste Tonnage	80.84 Tons
0	Contractor Cut Grass at Green Hill Cemetery	1
0	Labor Hours at Green Hill Cemetery to maintain Grave Sites	15 Hours
0	Maintain Park Buildings77	7.50 Man Hours
0	Maintain Parks, Mowing, Flowers Beds, Weed Control507	7.50 Man Hours

Water Department Report:

Water Production:

- Water Plant: **57.0 million gallons** of raw water treated.
- Water Plant: **43.0 million gallons** of finished water delivered.
- Mcminnis Spring: **9.3 million gallons** of finished water treated.
- o Mcminnis Spring: average 301,000 gallons per day and run time 18 hours per day.
- Reynolds Spring: **6.2 million gallons** of finished water treated.
- Reynolds Spring: average 199,000 gallons per day and run time 11 hours per day.

Water Purchased:

• Campbell County Utility and Service Authority: **289,336 Gallons**

Water Sold:

• Town of Hurt: **2,677,498 Gallons**

Water Plant Averages for August 2014:

- Weekday: **19.0** hrs / day of production
- 2,064,000 gallons treated / dayWeekends: 13.0hrs / day of production
 - **1,353,000** gallons treated / day

Special Projects:

- Repaired drive units for mixers.
- Repaired P.R.V. for downstairs.

Water Plant:

- Cleaned basins.
- Repaired Ross valve number 2 finished water pump.
- Repaired fluoride pump Mcminnis Spring.
- New trainee hired.

WASTEWATER REPORT

- Public Works / Utility Committee
- Replaced 2 Lamps in the UV System
- o Met with VRWA with regards to staffing levels for Water and Wastewater
- Working with Abbott concerning loading levels
- Repaired Golf Cart (voltage regulator)
- Conducted Annual Laboratory DI unit sampling
- Conducted interviews for open position at Water Plant
- Interviewed Engineering Firms for EOP guidance
- o Constructed storm water runoff barrier on South side of EOP
- Sludge dump truck annual service and repair
- Contacted DEQ concerning De-Watering proposals for EOP
- Contacted companies regarding de-watering EOP with activated carbon processes
- Sampled EOP Supernate for low level PCB concentration
- o Safety Training (Safe Driving)
- o Sampled industrial users for surcharge and permit compliance
- Normal plant operation and maintenance
- o **154 wet tons** of sludge processed
- Treated **64.30 million gallons** of water

ACTS MONTHLY REPORT

Calendar Year

Totals

<u>2014</u>	<u>15,804</u>	<u>32,267</u>	<u>\$</u> 3,185.27	<u>204</u>	77 YTD Number	ers
<u>2013</u>	17,760	45,358	\$ 5,721.00	282.5	63	
<u>2012</u>	15,282	45,706	\$ 5,329.50	281	54	
<u>2011</u>	10,919	40,392	\$ 3,783.00	272.5	40	
	Rider Totals	Miles Driven	Fare Box Revenue	Days Run	Ave./per Day	

													<u>Annual</u>
	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>June</u>	<u>July</u>	<u>Aug</u>	<u>Sept</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Totals</u>
2011	391	590	481	495	551	1,617	1,364	1,499	1,201	805	849	1,076	10,919
2012	813	875	983	872	1,028	2,026	1,850	1,962	1,618	1,176	1,083	979	15,265
2013	939	1,015	968	1,152	1,362	2,272	1,956	2,231	1,705	1,416	1,440	1,304	17,760
2014	1,318	1,253	1,259	1,527	1,486	3,335	3,051	<u>2,575</u>					15,804

NOTE- extended summer hours started June-September 2014



Town of AltavistaTown Council Meeting Agenda Form

Meeting Date: September 9, 2014

Agenda Placement: Public Hearing

(Special Recognition (awards, proclamation), Requests & Communications (reports, information presentations). Public Hearings, Unfinished Business, New Business, Closed Session)

Subject Title: Proposed Issuance of General Obligation Public Improvement Bonds

Presenter(s): Town Manager

SUBJECT HIGHLIGHTS

Prior to issuance of General Obligation Bonds, the Town of Altavista must conduct a public hearing. Tonight's public hearing is in regard to the potential issuance of general obligation public improvement bonds in the estimated maximum amount of \$7,400,000 for the purpose of financing capital costs related to the Town's water system. This will allow the Town to borrow up to this amount for water improvement projects over the next few years, if deemed necessary.

At this time the Council will seek input on this item.

Attachments (in order they appear in packet): 1) Public Hearing Ad

Action related to this item will be considered during the Finance/HR Committee report.					
Attachments:	¥ Yes	□ No			

NOTICE OF PUBLIC HEARING

On Tuesday, the 9th day of September, 2014, the Council of the Town of Altavista, Virginia, will conduct a public hearing on the proposed issuance of general obligation public improvement bonds of the Town, in one or more series, in the estimated maximum amount of \$7,400,000 for the purpose of financing capital costs related to the Town's water system, including without limitation the costs to extend, replace and improve the Town's waterlines on Bedford Avenue and Main Street.

The public hearing will be conducted at 7:00 p.m. in the Town Council Chamber of the Town Hall, 510 Seventh Street, Altavista, Virginia. Interested persons may appear at such time and place and present their views.

J. Waverly Coggsdale, III Town Manager Town of Altavista, Virginia



Town of Altavista, Virginia Town Council Package

Meeting Date: September 9, 2014

FINANCE/HUMAN RESOURCES COMMITTEE REPORT

Committee meeting held on Friday, August 29th, items for Council's review/consideration are:

I: <u>Project 1A Bid Award / Water Infrastructure Financing Plan</u> (Action Requested) Total motions needed: <u>3</u>

At last month's Council meeting Council considered the bids for Project 1A (Bedford Avenue Water Line Improvement) and asked our engineers to negotiate with the contractor, as the bid was over the budget estimate. The contractor and engineer discussed options regarding a "lump sum" deduct for rock and the provision of unit costs for such items. Based on this information it is the engineer's recommendation not to accept this amendment to the bid and proceed with the original base bid.

It is the engineer's recommendation that Council award Project 1A (Bedford Avenue Water Line) to DLB, Inc. utilizing Base Bid Items 1 – 4 in the amount of \$3,796,322. This does not include Bid Item No. 5 or Additive Bid Item No. 1. (Attachment)

POSSIBLE MOTION: "I move that the Altavista Town Council accept the bid of DLB, Inc. in the amount of \$3,796,322 for the Project 1A (Bedford Avenue Water Line) bid items 1 – 4 and authorize the Town Manager to execute all necessary documents related to this project."

Earlier tonight, Town Council conducted a Public Hearing regarding the issuance of General Obligation Bonds for Public Improvements, which could include the first two identified projects (1A and 1B). The Committee reviewed the bank bid information for Project 1A submitted by our financial consultant and have recommended that the Town accept the proposal from Carter Bank & Trust for a 20 year loan. Our financial consultant is available to answer any questions. In accordance with that recommendation, the following actions are necessary:

 Adopt the ordinance entitled: "Ordinance Authorizing the Issuance of General Obligation Public Improvement Bonds of the Town of Altavista, Virginia, in a Principal Amount Not to Exceed \$7,400,000. (Attachment)

POSSIBLE MOTION: "I move that the Altavista Town Council adopt the ordinance entitled "Ordinance Authorizing the Issuance of General Obligation Public Improvement Bonds of the Town of Altavista, Virginia, in a Principal Amount Not to Exceed \$7,400,000."

 Adopt the resolution entitled: "Resolution Providing For the Issuance and Sale of a General Obligation Public Improvement Bond, Series 2014, of the Town of Altavista, Virginia, heretofore Authorized, and Providing for the Form, Details and Payment Thereof." (Attachment) By this resolution the Council (a) approves the general financial terms of the limited obligation bond (LOB) sale, (B) approves the draft documents as substantially final documents, (c) acknowledges to comply with certain federal tax and securities laws, and (d) authorizes staff to complete the financing.

NOTE: The Resolution lists the principal amount of \$5,027,400 which was an original estimate when the bid process began. This figure will be revised as we get closer to the closing date on the borrowing.

POSSIBLE MOTION: "I move that the Altavista Town Council adopt the resolution entitled: "Resolution Providing For the Issuance and Sale of a General Obligation Public Improvement Bond, Series 2014, of the Town of Altavista, Virginia, heretofore Authorized, and Providing for the Form, Details and Payment Thereof."

Below is the Project 1A (Bedford Avenue Waterline) budget:

PROJECT 1A (Bedford Avenue Water Line)

Engineering	139,500
Railroad Permit Fees	22,300
Construction Bid	3,796,322
Contingency (5%)	189,816
Inspection Services	93,600
Issuance Costs	<u>30,000</u>
Estimated Budget:	4,271,538

As you are aware, Council previously adopted a Reimbursement Resolution that allows for the Town to be paid back for expenses that have already been incurred for this project. At this time, staff needs direction from Council on whether it would like any expenses reimbursed from this project. To date the Town has incurred expenses totaling approximately \$131,000 for engineering and the railroad permit fees. This decision is necessary so that as we near closing we can better estimate the amount of the actual borrowing. Staff will create the appropriate budget amendment(s) related to this project for future ratification. A consensus from Council on this matter should suffice.

II: <u>Professional Services Proposal – PCB issues</u> (Action Requested) Total motions needed: 1

The Committee considered the recommendation of the Public Works/Utility Committee to engage Gay and Neel under the Town's annual services contract for professional services related to PCB Remediation. At the time, it was the Committee's recommendation to accept

the proposal at a not to exceed figure of \$14,505, with the funds coming from the reserve funds earmarked for PCB Remediation. Subsequently, staff has had a conversation with Gay and Neel regarding the proposal and they would like to submit an alternative proposal, which will be available earlier next week, that would slightly modify the tasks, but should not increase the costs. The original proposal is attached for your review. (Attachment)

POSSIBLE MOTION: "I move that the Town of Altavista accept the proposal of Gay and Neel for professional services related to PCB Remediation in an amount not to exceed \$14,505."

III: <u>Tree Plan funds</u> (Action Requested) <u>Total motions needed: 1</u>

The Committee considered the recommendation of the Public Works/Utility Committee to approve the tree plan drafted by the Recreation Committee and approve funds in the amount of \$3,500 for its implementation. (Attachment)

POSSIBLE MOTION: "I move that \$3,500 from reserves be approved for implementation of the tree plan for the recreational areas, as presented."

IV: Health Insurance plans (No Action Requested) Total motions needed: 0

Staff continues to evaluate health insurance options based on the previous criteria given by Council in an effort to find a more viable long term solution. Staff has met with local individuals connected to the health insurance industry and they are assisting in exploring additional options. It is anticipated that an update will be provided to the Committee and Council in the coming weeks.

V: <u>Personnel/Town Policy Update</u> (No Action Requested) Total motions needed: **0**

Staff discussed with the Committee the need for an update to the Town's Personnel Manual (Employee Handbook), which became effective September 1, 2004. In addition, staff would like to begin a process by which to review and update, if needed, town policies (some which have been in place since the mid 1980's). Staff will continue to evaluate how these items can be completed and report back to the Committee.

The next scheduled meeting of the Finance/HR Committee is Friday, September 26th at 8:00 a.m. in the large conference room of the J.R. "Rudy" Burgess Town Hall.

Members Present: Dalton, Edwards and Ferguson



August 11, 2014

Mr. J. Waverly Coggsdale III Town Manager Town of Altavista 510 Seventh Street Altavista, VA 24517

Re: Recommendation of Award

Bedford Avenue Waterline, Phase 1A

Town of Altavista, Virginia

WW Associates Project No. 213084.03

Dear Mr. Coggsdale:

Bids for the construction of Bedford Avenue Waterline, Phase 1A were received at the Town Offices of Altavista on July 29, 2014, and at 2 pm were opened and read aloud. Three bids were received for Base Bid Items 1-5:

DLB, Inc. \$3,966,472
 F.L. Showalter, Inc. \$5,762,000
 English Construction Company, Inc. \$6,785,000

The bid tabulation is enclosed for your reference.

Basis of Award for the construction contract is Base Bid Items 1-4 in the amount of \$3,796,322. WW Associates estimate for Base Bid Items 1-4 was \$3,147,307, dated January 31, 2014 (see attached estimate). This bid is 20.6 percent above our estimate. It is also of note, the low bidder's bid is approximately 45 percent below the second low bidder.

Based on our recent experiences and inquiries, it appears that bid prices are increasing due to an improving construction market. It is also noted there is a certain risk factor associated with directionally drilling under the river as reflected by bid prices. We believe these issues account for the bid increases above our estimates.

DLB, Inc. did not acknowledge receipt of Addendum 1 on the Bid Form. In follow up conversation with Dennis Barker, Vice-President of DLB, Inc., Mr. Barker stated that it was a clerical oversight that the receipt of Addendum was not noted on the bid form and that the elements of Addendum 1 were included in their bid.

Additive Bid Item No. 1 included open cut across the river and installation of the 16 inch finished waterline and a 20 inch raw water line. DLB's bid for this work was \$687,062.00. We recommend further evaluation relative to the condition of the raw water intake and piping system prior to investing on a raw water line under the river. We therefore do not recommend award of this Additive Bid Item.

We have reviewed the information provided by DLB, Inc., and have confirmed that their license is current with no record of complaints. We therefore recommend an award of Base Bid Items 1-4 to DLB, Inc., in the amount of \$3,796,322, pending availability of funds and approval of Town Council.

We look forward to meeting with you and Council on 8.12.14 to discuss this recommendation further. Should you have any questions, please let me know.

Sincerely,

WW Associates, Inc.

Herbert F. White, III, P.E.

Hubert I White ITS

President

Enclosures: Bid Tabulation, WWA Cost Estimate



August 28, 2014

Mr. J. Waverly Coggsdale III Town Manager Town of Altavista 510 Seventh Street Altavista, VA 24517

Re: Rock Bid Information

Bedford Avenue Waterline Project WW Associates Project No. 213084.03

Dear Mr. Coggsdale:

As requested by Town Council at the Council meeting on August 12, 2014 we have contacted the low bidder for the Bedford Avenue Water Line project, DLB, Inc., and asked how much they would reduce their bid if the Town took the risk of the rock removal. We also asked if DLB would cap the cost of the rock removed.

Following our inquiries, DLB stated that it used \$100,000 as the cost of rock removal in their bid. This is the amount DLB will reduce the lump sum cost if the Town accepts the risk for unit price rock excavation by allowing a unit price to pay for actual rock removed. DLB is not interested in offering the Town a \$100,000 cap should the actual quantity of rock exceed \$100,000. We have requested the unit price for rock from the Contractor, but have not received it as of this writing.

It is our recommendation that the Town not accept the risk of rock excavation on a unit cost basis. Significant construction is planned for crossing the Staunton River, which will clearly require rock excavation. If rock excavation exceeds \$100,000, the Town would have the potential for significant additional financial exposure. We therefore recommend that the Town award Bid Items #1 through #4 to DLB, Inc. in the amount of \$3,796,331.

DLB also stated that if awarded the contract they are prepared to start the project by September 22, 2014, after the contract is signed and bonds are obtained.

Should you have any questions, please feel free to call.

Sincerely,

WW Associates, Inc.

Herbert F. White III, P.E.

Herbut 7. White FTD

President

From: Dicky Morgan [mailto:dicky@dlbincva.com]
Sent: Thursday, August 28, 2014 11:36 AM

To: rsmith@wwassociates.net

Subject: RE: Altavista Bedford Avenue Waterline Project

I have discussed this with the company owner and have come up with the following:

- 1. The directional drill is priced by the lineal foot. Therefore if rock is encountered in the directional bore the price is \$800 per lineal foot.
- 2. If rock is encountered in the open cut trenches the price will be \$150 per cubic yard.

Dicky Morgan DLB, Inc. (276)728-2137 dicky@dlbincva.com

From: Ronald B. Smith [mailto:rsmith@wwassociates.net]

Sent: Wednesday, August 27, 2014 4:59 PM

To: 'Dicky Morgan'

Cc: hwhite@wwassociates.net

Subject: RE: Altavista Bedford Avenue Waterline Project

Thank you for the information.

Regarding the rock removal deduct; if the Town accepts the lump sum deduction and rock is encountered, what will be the cost per cubic yard to remove?

Ronald B. Smith, P.E.



Direct: 540.598.7549

rsmith@wwassociates.net www.wwassociates.net

Main: 434.316.6080 Fax: 434.316.6081 P.O. Box 4119 Lynchburg, VA 24502

Main: 434.984.2700 Fax: 434.978.1444

3040 Avemore Square Place Charlottesville, VA 22911

From: Dicky Morgan [mailto:dicky@dlbincva.com]
Sent: Wednesday, August 27, 2014 1:12 PM

To: rsmith@wwassociates.net

Subject: RE: Altavista Bedford Avenue Waterline Project

I discussed the project with Mr. Branscome and offer the following answers to you questions:

DLB used \$100,000 as the cost of rock removal. This is the amount DLB will reduce the Lump Sum cost if town will accept the risk for rock excavation.

DLB counted 167 meters that will be replaced.

DLB is looking to start the project as soon as practical after contract is signed and Bonds are obtained. We would hope this could be by September 22, 2014.

If you have any other questions please do not hesitate to contact me.

Have a great day

Dicky Morgan DLB, Inc. (276)728-2137 dicky@dlbincva.com The undersigned Town Clerk of the Town of Altavista, Virginia (the "Town"), certifies as follows:

1. A regular meeting of the Town Council of the Town of Altavista, Virginia, was held on September 9, 2014, at the time and place established by such Town Council for such meetings, at which the following members were present and absent during the voting on the ordinance referred to below:

PRESENT: [Beverley Dalton

Charles Edwards
Tracy Emerson
William Ferguson
Tim George

James H. Higginbotham Michael E. Mattox

ABSENT:

2. An ordinance entitled "Ordinance Authorizing the Issuance of General Obligation Public Improvement Bonds of the Town of Altavista, Virginia, in a Principal Amount Not to Exceed \$7,400,000," having been the subject of a public hearing held on September 9, 2014, in accordance with Section 15.2-2606 of the Code of Virginia of 1950, as amended, was duly adopted by a majority of all members of the Town Council by a roll call vote, the ayes and nays being recorded in the minutes of the meeting as shown below:

MEMBER VOTE

[Beverley Dalton Charles Edwards Tracy Emerson William Ferguson Tim George James H. Higginbotham Michael E. Mattox

3. Attached hereto is a true, correct and complete copy of such ordinance as adopted at such meeting and as presented to and recorded in the minutes of such meeting.

1

4. This ordinance has not been repealed, revoked, rescinded or amended and is in full force and effect on the date hereof.

WITNESS my signature and the seal of the Town of Altavista, Virginia, this ____ day of September, 2014.

Town Clerk, Town of Altavista, Virginia	

(SEAL)

ORDINANCE AUTHORIZING THE ISSUANCE OF GENERAL OBLIGATION PUBLIC IMPROVEMENT BONDS OF THE TOWN OF ALTAVISTA, VIRGINIA, IN A PRINCIPAL AMOUNT NOT TO EXCEED \$7,400,000

WHEREAS, the Town of Altavista, Virginia (the "Town"), desires to finance capital costs related to the Town's water system, including without limitation the costs to extend, replace and improve the Town's waterlines, together with related expenses (the "Project");

BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF ALTAVISTA, VIRGINIA:

- 1. It is determined to be necessary and expedient for the Town to finance the Project and to borrow money for such purpose and issue the Town's general obligation public improvement bonds therefor.
- 2. Pursuant to the Public Finance Act of 1991 and the Town Charter, there are authorized to be issued general obligation public improvement bonds of the Town in a principal amount not to exceed \$7,400,000 to provide funds, together with other available funds, to finance the Project.
- 3. The bonds shall bear such date or dates, mature at such time or times not exceeding 40 years from their date or dates, bear interest at such rate or rates, be in such denominations and form, be executed in such manner and be sold at such time or times and in such manner as the Council of the Town may hereafter provide by appropriate resolution or resolutions.
- 4. The bonds shall be general obligations of the Town, and its full faith and credit shall be irrevocably pledged to the payment of principal of and premium, if any, and interest on such bonds.
- 5. The Town Clerk, in collaboration with the Town Attorney, is authorized and directed to see to the immediate filing of a certified copy of this ordinance in the Circuit Court of Campbell County, Virginia.
 - 6. This ordinance shall take effect immediately.

The undersigned Town Clerk of the Town of Altavista, Virginia (the "Town), certifies as follows:

1. At a regular meeting of the Town Council of the Town of Altavista, Virginia, held on the 9th day of September, 2014, at the time and place established by the Town Council for such meetings, at which the following members were present and absent during the voting on the resolution referred to below:

PRESENT: [Beverley Dalton

Charles Edwards Tracy Emerson William Ferguson

Tim George

James H. Higginbotham Michael E. Mattox]

ABSENT:

2. A resolution entitled "RESOLUTION PROVIDING FOR THE ISSUANCE AND SALE OF A GENERAL OBLIGATION PUBLIC IMPROVEMENT BOND, SERIES 2014, OF THE TOWN OF ALTAVISTA, VIRGINIA, HERETOFORE AUTHORIZED, AND PROVIDING FOR THE FORM, DETAILS AND PAYMENT THEREOF," was duly adopted by the affirmative roll-call vote of a majority of the members of the Town Council, the ayes and nays being recorded in the minutes of the meeting as shown below:

MEMBER VOTE

Beverley Dalton Charles Edwards Tracy Emerson William Ferguson Tim George James H. Higginbotham Michael E. Mattox

- 3. Attached hereto is a true, correct and complete copy of such resolution as adopted at such meeting and recorded in the minutes.
- 4. The foregoing resolution has not been repealed, revoked, rescinded or amended and is in full force and effect on the date hereof.

• •	of the Town of Altavista, Virginia this	day of
September, 2014		
(SEAL)		
	Clerk of Council, Town of Altavista	, Virginia

RESOLUTION PROVIDING FOR THE ISSUANCE AND SALE OF A GENERAL OBLIGATION PUBLIC IMPROVEMENT BOND, SERIES 2014, OF THE TOWN OF ALTAVISTA, VIRGINIA, HERETOFORE AUTHORIZED, AND PROVIDING FOR THE FORM, DETAILS AND PAYMENT THEREOF

WHEREAS, the Council (the "Town Council") of the Town of Altavista, Virginia (the "Town"), by an ordinance adopted on September 9, 2014, has authorized the issuance of general obligation public improvement bonds in the maximum principal amount of \$7,400,000 to finance capital costs related to the Town's water system, including without limitation the costs to extend, replace and improve the Town's waterlines (the "Project"); none of which bonds has been issued and sold;

WHEREAS, a representative of Raymond James & Associates, Inc., the Town's financial advisor (the "Financial Advisor"), has recommended that the Town issue and sell such bonds through a private placement with a qualified banking or financial institution;

WHEREAS, the Financial Advisor, on behalf of the Town, has solicited bids from several banking and financial institutions for the purchase of such bonds, and three bids have been received;

WHEREAS, the Financial Advisor has reviewed such bids and, after consultation with officials of the Town, has advised that the bid of Carter Bank & Trust (the "Bank") offers to purchase such bonds upon the most favorable terms to the Town; and

WHEREAS, the Town Council has determined to delegate to the Town Manager the authority to finalize the pricing terms of such bonds within the parameters set forth in this Resolution;

BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF ALTAVISTA, VIRGINIA:

- 1. Issuance and Sale. Pursuant to the Constitution and statutes of the Commonwealth of Virginia, including the Public Finance Act of 1991 and the Town Charter, he Town Council hereby provides for the issuance and sale of a series of general obligation public improvement bonds of the Town to provide funds, together with other available funds, to finance the Project and to pay costs of issuing such bonds. The Town Council hereby awards the sale of such bonds to the Bank in accordance with the terms of its bid and this Resolution.
- 2. Bond Details. The bonds shall be issued initially in the form of a single, typewritten bond designated "General Obligation Public Improvement Bond, Series 2014" (the "Bond"), shall be in registered form, shall be dated the date of its delivery and shall be numbered R-1. The Bond shall be sold to the Bank with final terms that the Town Manager, in collaboration with the Financial Advisor, determines to be in the best interests of the Town; provided, however, that the Bond shall (a) be issued in a principal amount not to exceed \$5,027,400, (b) bear interest at a rate not to exceed 3.30% per year; (c) be sold to the Bank at a

price not less than 100% of the principal amount; and (d) mature not later than December 31, 2035. The Council further authorizes the Town Manager to determine the dates on which interest on the Bond shall be paid and the dates and amounts of the principal installments of the Bond shall be paid. Following the determination of the final pricing terms, the Town Council directs the Town Manager to execute a certificate setting forth such final pricing terms and to file such certificate with the records of the Town Council. The actions of the Town Manager in selling the Bond shall be conclusive, and no further action with respect to the sale and issuance of the Bond shall be necessary on the part of the Town Council.

If the date on which any payment is due with respect to the Bond is not a Business Day (as hereinafter defined), the payment shall be made on the next succeeding Business Day with the same force and effect as if made on the nominal date of payment. "Business Day" shall mean a day on which banking business is transacted, but not including a Saturday, Sunday, legal holiday or any other day on which banking institutions are authorized or required by law to close in the Commonwealth of Virginia.

Principal and interest shall be payable by the Registrar (as hereinafter defined) by check or draft mailed to the registered owner at the address as it appears on the registration books kept by the Registrar on the last Business Day of the month preceding each interest payment date; provided, however, at the request of the registered owner of the Bond, payment may be made by wire transfer pursuant to the most recent wire instructions received by the Registrar from such registered owner. Principal and interest shall be payable in lawful money of the United States of America.

- **3. Redemption Provisions.** The Bond shall be issued with provisions allowing for redemption prior to maturity, at the option of the Town, in whole or in part at any time upon payment of a redemption price equal to 100% of the principal amount of the Bond to be redeemed, together with any interest accrued and unpaid to the date fixed for redemption.
- 4. Pledge of Full Faith and Credit. The full faith and credit of the Town are irrevocably pledged for the payment of principal of and interest on the Bond. Unless other funds are lawfully available and appropriated for timely payment of the Bond, the Town Council shall levy and collect an annual ad valorem tax, over and above all other taxes authorized or limited by law and without limitation as to rate or amount, on all locally taxable property within the Town sufficient to pay when due the principal of and interest on the Bond.
- **5. Execution and Form.** The Bond shall be signed by the manual signature of the Mayor or Vice Mayor, and the Town's seal shall be affixed thereto and attested by the manual signature of the Clerk of Council. The Bond shall be issued as a typewritten bond in substantially the form of Exhibit A attached hereto, with such completions, omissions, insertions and changes not inconsistent with this Resolution as may be approved by the Mayor or Vice Mayor, whose approval shall be evidenced conclusively by the execution of the Bond and delivery thereof to the Bank.
- **6. Registration, Transfer and Owner of Bond.** The Bond shall be issued in registered form without coupons, payable to the registered holders or registered assigns. The Town Council hereby appoints the Town Treasurer as the initial paying agent and registrar for the Bond (in both capacities, the "Registrar"); provided, however, the Town Council may at any

time, in its sole discretion, after notice to the registered owner of the Bond, appoint a bank or trust company to act as successor Registrar for the Bond. The Registrar shall maintain registration books for the registration and exchange of the Bond. Upon presentation and surrender of the Bond to the office of the Registrar, together with an assignment duly executed by the registered owner or its duly authorized attorney or legal representative in such form as shall be satisfactory to the Registrar, the Town shall execute and deliver in exchange, a new Bond or Bonds having an equal aggregate principal amount of the same form and maturity, bearing interest at the same rate and registered in the name(s) as requested by the then registered owner or its duly authorized attorney or legal representative. Any such exchange shall be at the expense of the Town, except that the Registrar may charge the person requesting such exchange the amount of any tax or governmental charge required to be paid with respect thereto.

The Registrar shall treat the registered owner as the person exclusively entitled to payment of principal of and interest on the Bond and the exercise of all other rights and powers of the owner, except that interest payments shall be made to the person or entity shown as owner on the registration books on the last Business Day of the month preceding each payment date.

- **7. Preparation and Delivery of the Bond.** The officers of the Town are authorized and directed to take all proper steps to have the Bond prepared and executed in accordance with its terms and to deliver the Bond to the purchaser thereof upon payment therefor.
- 8. Mutilated, Lost or Destroyed Bond. If the Bond has been mutilated, lost or destroyed, Town officers authorized under Section 5 above to execute the original Bond shall execute and deliver a new Bond of like date and tenor in exchange and substitution for, and upon cancellation of, such mutilated Bond or in lieu of and in substitution for such lost or destroyed Bond; provided, however, that such Town officers shall so execute and deliver only if the registered owner has paid the reasonable expenses and charges of the Town in connection therewith and, in the case of a lost or destroyed Bond, (a) has filed with the Town evidence satisfactory to such Town officers that such Bond was lost or destroyed and (b) has furnished to the Town satisfactory indemnity.
- 9. Arbitrage Covenants. The Town covenants that it shall not take or omit to take any action the taking or omission of which will cause the Bond to be an "arbitrage bond" within the meaning of Section 148 of the Internal Revenue Code of 1986, as amended, and regulations issued pursuant thereto (the "Code"), or otherwise cause interest on the Bond to be includable in the gross income of the registered owner thereof under existing law. Without limiting the generality of the foregoing, the Town shall comply with any provision of law that may require the Town at any time to rebate to the United States any part of the earnings derived from the investment of the gross proceeds of the Bond, unless the Town receives an opinion of nationally recognized bond counsel that such compliance is not required to prevent interest on the Bond from being includable in the gross income of the registered owners thereof under existing law. The Town shall pay any such required rebate from its legally available funds.
- 10. Non-Arbitrage Certificate and Elections. Such officers of the Town as may be requested by bond counsel for the Town are authorized and directed to execute and deliver an appropriate certificate setting forth the expected use and investment of the proceeds of the Bond in order to show that such expected use and investment will not violate the provisions of Section 148 of the Code and any elections such officers deem desirable regarding rebate of earnings to

the United States for purposes of complying with Section 148 of the Code. Such certificate shall be prepared in consultation with bond counsel for the Town.

- 11. Limitation on Private Use. The Town covenants that it shall not permit the proceeds of the Bond or the facilities financed with the proceeds of the Bond to be used in any manner that would result in more than (a) 10% of such proceeds or the facilities financed with such proceeds being used in a trade or business carried on by any person other than a governmental unit, as provided in Section 141(b) of the Code, (b) 10% of such proceeds or the facilities financed with such proceeds being used with respect to any output facility (other than a facility for the furnishing of water), within the meaning of Section 141(b)(4) of the Code, or (c) 10% of such proceeds being used directly or indirectly to make or finance loans to any persons other than a governmental unit, as provided in Section 141(c) of the Code provided, however, that if the Town receives an opinion of nationally recognized bond counsel that any such covenants need not be complied with to prevent the interest on the Bond from being includable in the gross income for federal income tax purposes of the registered owner thereof under existing law, the Town need not comply with such covenants.
- **12. Qualified Tax-Exempt Obligation.** The Town designates the Bond as a "qualified tax-exempt obligation" for the purpose of Section 265(b)(3) of the Code. The Town represents and covenants as follows:
- (a) The Town will in no event designate more than \$10,000,000 of obligations as qualified tax-exempt obligations in calendar year 2014, including the Bond, for the purpose of such Section 265(b)(3);
- (b) The Town, all its "subordinate entities," within the meaning of such Section 265(b)(3), and all entities which issue tax-exempt obligations on behalf of the Town and its subordinate entities have not issued, in the aggregate, more than \$10,000,000 of tax-exempt obligations in calendar year 2014 (not including "private activity bonds," within the meaning of Section 141 of the Code, other than "qualified 501(c)(3) bonds," within the meaning of Section 145 of the Code), including the Bond;
- (c) Barring circumstances unforeseen as of the date of delivery of the Bond, the Town will not issue tax-exempt obligations itself or approve the issuance of tax-exempt obligations of any of such other entities if the issuance of such tax-exempt obligations would, when aggregated with all other tax-exempt obligations theretofore issued by the Town and such other entities in calendar year 2014, result in the Town and such other entities having issued a total of more than \$10,000,000 of tax-exempt obligations in calendar year 2014 (not including private activity bonds other than qualified 501(c)(3) bonds), including the Bond; and
- (d) The Town has no reason to believe that the Town and such other entities will issue tax-exempt obligations in calendar year 2014 in an aggregate amount that will exceed such \$10,000,000 limit.

Notwithstanding the preceding provisions, if the Town receives an opinion of nationally recognized bond counsel that compliance with any covenant set forth in (a) or (c) above is not required for the Bond to be a qualified tax-exempt obligation, the Town need not comply with such covenant.

- 13. Provision of Financial Information. The Town Manager or his designee is hereby authorized and directed to provide, for each fiscal year in which the Bond remains outstanding, a copy of the Town's comprehensive annual financial report to the registered owner.
- 14. Other Actions. All other actions of officers of the Town and the Town Council in conformity with the purposes and intent of this Resolution and in furtherance of the issuance and sale of the Bond are ratified, approved and confirmed. The officers of the Town are authorized and directed to execute and deliver all certificates and instruments and to take all such further action as may be considered necessary or desirable in connection with the issuance, sale and delivery of the Bond.
- **15. Repeal of Conflicting Resolutions.** All resolutions or parts of resolutions in conflict herewith are repealed.
 - **16. Effective Date.** This Resolution shall take effect immediately.

REGISTERED	REGISTERED
No. R-1	, 2014

UNITED STATES OF AMERICA

COMMONWEALTH OF VIRGINIA

TOWN OF ALTAVISTA

General Obligation Public Improvement Bond Series 2014

The Town of Altav	vista, Virginia (the "Town"), for value received, pron	nises to pay, to
(the "]	Bank"), or registered assigns or legal representative, th	e principal sum
of	DOLLARS (\$),	, together with
interest from the date of	this bond on the unpaid principal, at the rate of _	% per year,
calculated on the basis of	a [360-day year of twelve 30-day months], subject to	prepayment as
hereinafter provided. Insta	allments of interest shall be payable semi-annually on	and
, commencing	, and installments of principal shall be paya	ble annually on
, commencing	, in the amounts set forth on Schedule I a	attached hereto.
Principal of and interest	on this bond are payable in lawful money of the U	nited States of
America		

If the date on which any payment is due with respect to this bond is not a Business Day (as hereinafter defined), the payment shall be made on the next succeeding Business Day with the same force and effect as if made on the nominal date of payment. "Business Day" shall mean a day on which banking business is transacted, but not including a Saturday, Sunday, legal holiday or any other day on which banking institutions are authorized or required by law to close in the Commonwealth of Virginia. Principal and interest are payable in lawful money of the United States of America by the Town Treasurer, who has been appointed the initial paying agent and registrar for the bond (in both capacities, the "Registrar").

This bond is issued pursuant to the Constitution and statutes of the Commonwealth of Virginia, including the Town Charter and the Public Finance Act of 1991. This bond has been authorized and issued pursuant to an ordinance and a resolution adopted by the Town Council on September 9, 2014, to provide funds to finance capital costs related to the Town's water system, including without limitation the costs to extend, replace and improve the Town's waterlines, and to pay the costs of issuing this bond.

[This bond is subject to redemption prior to maturity at the option of the Town in whole or in part at any time at a redemption price equal to 100% of the principal amount of this bond to be redeemed, together with any interest accrued and unpaid to the date fixed for redemption.]

The full faith and credit of the Town are irrevocably pledged for the payment of principal and interest on this bond. Unless other funds are lawfully available and appropriated for timely payment of this bond, the Town Council shall levy and collect an annual ad valorem tax, over and above all other taxes authorized or limited by law and without limitation as to rate or amount, on all taxable property within the Town sufficient to pay when due the principal of and interest on this bond.

The Town has designated this bond as a "qualified tax-exempt obligation" for the purpose of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

The Registrar shall treat the registered owner of this bond as the person exclusively entitled to the payment of principal of and interest on this bond and the exercise of all rights and powers of the owner, except that interest payments shall be made to the person shown as the owner on the registration books on the last Business Day of the month preceding each payment date.

All acts, conditions and things required by the Constitution and statutes of the Commonwealth of Virginia to happen, exist or be performed precedent to and in the issuance of this bond have happened, exist and have been performed, and this bond, together with all other indebtedness of the Town, is within every debt and other limit prescribed by the Constitution and statutes of the Commonwealth of Virginia.

IN WITNESS WHEREOF, the Town of Altavista, Virginia, has caused this bond to be to be signed by its Mayor or Vice Mayor, its seal to be affixed hereto and attested by the Clerk of Council or Deputy Clerk, and this bond to be dated the date first written above.

(SEAL)	Mayor, Town of Altavista, Virginia
Clerk of Council, Town of Altavista, V	<u> </u>

ASSIGNMENT

FOR VALUE RECEIVED the undersigned hereby sell(s), assign(s) and transfer(s) unto

/D1

(Please print or type n	ame and address, includ	ing zip code, of Transferee)	
		TAL SECURITY OR OTHE MBER OF TRANSFEREE:	R
	: : :	: : :	
		, hereby irrevocably constitution the registration there	
substitution in the pre		kept for the registration there	coi, with full power of
Dated:			
Signature Guaranteed		(Signature of Degistance	1 Overson)
NOTICE. Signature	s) must be guaranteed	(Signature of Registered	i Owner)

by an Eligible Guarantor Institution such as a Commercial Bank, Trust Company, Securities Broker/Dealer, Credit Union, or Savings Association who is a member of a medallion program approved by The Securities Transfer Association, Inc.

NOTICE: The signature above must correspond with the name of the registered owner as it appears on the front of this bond in every particular, without alteration or enlargement or any change whatsoever.

TRANSFER OF BOND

Transfer of this bond may be registered by the registered owner or its duly authorized attorney upon presentation hereof to the Registrar who shall make note of such transfer in books kept by the Registrar for that purpose and in the registration blank below.

Date of Registration		Name of Registered Owner		Signature of Registrar
	-		-	
	-		•	
	_			
	_		<u>-</u>	

SCHEDULE I

[Attach Amortization Schedule at Closing]

RAYMOND JAMES



PRESENTATION OF FINANCING ALTERNATIVES FOR PROJECT 1A

August 26, 2014

DIANNE KLAISS, SENIOR VICE PRESIDENT MID-ATLANTIC PUBLIC FINANCE

Request for Proposal Overview

Raymond James and Town staff developed and distributed a Request for Proposal

- The Request for Proposal (RFP) was sent to American National, BB&T, Bank of the James, Capital One, Carter Bank, First National Bank of Altavista, SunTrust Bank and Wells Fargo.
- Responses were received by BB & T, Carter Bank and First National Bank of Altavista.
- The banks were asked to provide financing solutions to finance up to \$7,042,900 over 10, 15 and 20 years for waterline projects 1A and 1B being undertaken by the Town.
- Banks were asked to provide responses to the following requests:
 - I. Rates for a Tax-exempt Bank-Qualified loan
 - II. Annual principal payments beginning September 1, 2015 with semi-annual interest payments on March 1 and September 1 commencing March 1, 2015
 - III. Preferred redemption provision callable anytime without penalty
 - IV. Fees and Closing Conditions
 - V. Any other beneficial structure for the Town's consideration

Summary of RFP Results & Virginia Resources Authority Estimate for Project 1A

Proposal Observations:

- While First National Bank of Altavista 's (FNBA) 15 and 20 year rates are lower than Carter Bank's rates, these rates are 10 year yields with 15 and 20 year amortizations and a balloon maturity in year 10.
- FNBA offered a draw down option and if based on the Town's draw schedule could save the Town approximately \$55,000 in interest in the first year.
- Carter Bank was the only bank to offer a fully amortizing 20 year loan at a fixed rate.

	BB&T	Carter Bank & Trust	First National Bank of Altavista
Total Amount	As requested	As requested	Max \$5 million
Amortization:			
10 Years	Yes	Yes	Yes
15 Years	Yes	Yes	Yes w/ conditions
20 Years	N/A	Yes	Yes w/conditions
Durk	N/A	N/A	15 & 20 Year Amortization - Put option at 10 years with ballon
Put Fixed Rate True Interest Cost:	N/A	N/A	payment in year 10
Fixed Rate True Interest Cost:			
10 Years	2.41%	2.25%	2.35%
15 Years	2.88%	2.75%	2.68%
20 Years	N/A	3.30%	3.15%
Upfront Fee	None	None	\$5,000
Lender Counsel Fee	Town to Pay (\$4,500)	None	Town to Pay (\$1,800)
Town Costs (FA/BC and Lender Counsel Fee)	\$34,500	\$30,000	\$36,800
Ongoing Fee	N/A	N/A	N/A
	Option 1: In whole on debt service date with 1% premium or Option 2: No prepayment for the first half of the term and then on any debt	Prepayment at anytime without	Prepayment at anytime without
Fixed Rate Optional Prepayment	service date without penalty	penalty	penalty
Allow for Draw Down Structure	N/A	N/A	Yes, for one year
Rate Good Until	45 days -October 6, 2014	October 3, 2014	October 20, 2014
Additional Conditions	Annual Audited Financials of the Town	Annual Audited Financials of the Town	Annual Audited Financials of the Town

Virginia Resources Authority
As Requested
Yes
Yes
Yes
N/A
1.87%
2.57%
2.95%
In Town Costs below
N/A
\$115,000
0.125% on unpaid principal
Prepayment in 10 Years without penalty
N/A
Rate to be set on Nov. 5, 2014
Annual Audited Financials of the
Town

Summary of RFP Results for Project 1A

When including cost of issuance, yields were adjusted to determine final costs and debt service levels were determined.

	BB&T	Carter Bank & Trust	First National Bank of Altavista ⁽³⁾
Fixed Rate All Inclusive Cost:			
10 Years	2.54%	2.37%	2.49%
Amount Borrowed	\$5,031,900	\$5,027,400	\$5,034,200
Average Annual Debt Service Payment	\$571,286	\$566,110	\$569,792
Total Debt Service	\$5,712,864	\$5,661,100	\$5,697,924
15 Years	2.98%	2.83%	2.78%
Amount Borrowed	\$5,031,900	\$5,027,400	\$5,034,200
Average Annual Debt Service Payment	\$417,121	\$412,846	\$411,308
Total Debt Service	\$6,256,821	\$6,192,695	\$6,169,616
20 Years	N/A	3.37%	3.23%
Amount Borrowed	N/A	\$5,027,400	\$5,034,200
Average Annual Debt Service Payment	N/A	\$346,816	\$342,552
Total Debt Service	N/A	\$6,936,330	\$6,851,043

٧	irginia Resources Authority (1)
	2.23%
	\$4,385,000 ⁽²⁾
	\$565,797
	\$5,657,969
	2.86%
	\$4,395,000 ⁽²⁾
	\$415,792
	\$6,236,873
	3.21%
	\$4,575,000 ⁽²⁾
	\$343,517
	\$6,870,335

⁽¹⁾ Includes annual ongoing fee of 0.125%

⁽²⁾ Virginia Resources Authority Amount Borrowed is smaller due to the likelihood of Investors paying a premium for the VRA Bonds.

⁽³⁾ All First National Bank scenarios assumes all costs are financed although maximum allowable financing is \$5 million. Rates remain the same for the whole term although bond must be repaid in Year 10. Year 1 annual debt service would be approximately \$55,000 less with draw down program. While First National Bank of Altavista 's (FNBA) 15 and 20 year rates are lower than Carter Bank's rates, these rates are 10 year yields with 15 and 20 year amortizations and a balloon maturity in year 10.

FINANCING DECISION POINTS & RECOMMENDATION

Detailed below is Raymond James's recommendation related to the waterline financing:

Accept the Carter Bank proposal for 10, 15 or 20 year amortizations.

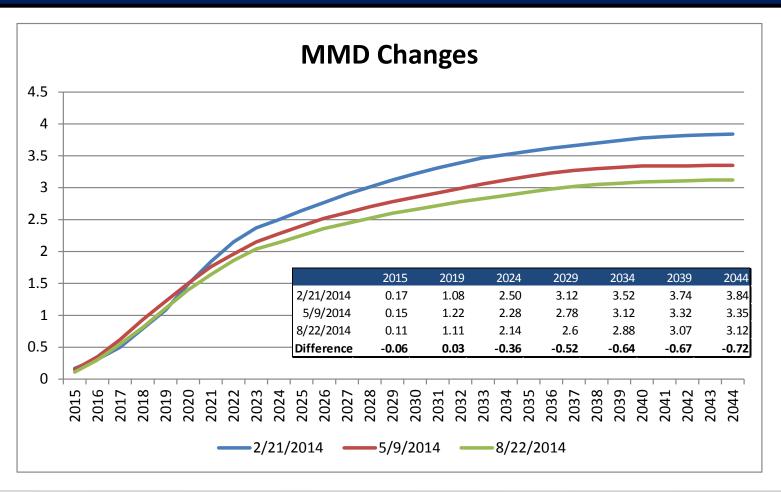
- √ 10 Year Proposal Lowest rate of all bank loans
- ✓ 15 Year Proposal Lowest rate of banks that provided fully amortizing loan
- ✓ 20 Year Proposal Only bank that offered fully amortizing loan and therefore eliminates future interest rate risk
- ✓ Prepay at any time with no penalty
 - Consider refinancing next year with the Drinking Water Revolving Loan along with financing Project 1B (currently 2.00% interest rate)
- ✓ Lock in rate now rather than November (VRA) and remove interest rate risk
 - While the VRA All-in rates are lower today, a yield increase could occur before final VRA pricing in November which could result in higher cost to the Town.
- ✓ No upfront or legal fees

CARTER BANK AMORTIZATIONS – LOAN AMOUNT OF \$5,027,400

Carter Bank Amortizations									
	10 Years (2.25%)			15 Years (2.75%)			20 Years (3.30%)		
FY	<u>Principal</u>	<u>Interest</u>	Total D/S	<u>Principal</u>	<u>Interest</u>	Total D/S	<u>Principal</u>	<u>Interest</u>	Total D/S
2015	\$0	\$47,132	\$47,132	\$0	\$57,606	\$57,606	\$0	\$69,127	\$69,127
2016	\$453,400	\$108,016	\$561,416	\$274,500	\$134,479	\$408,979	\$180,400	\$162,928	\$343,328
2017	\$463,700	\$97,698	\$561,398	\$282,200	\$126,825	\$409,025	\$186,500	\$156,874	\$343,374
2018	\$474,200	\$87,147	\$561,347	\$290,000	\$118,957	\$408,957	\$192,700	\$150,617	\$343,317
2019	\$485,000	\$76,356	\$561,356	\$298,100	\$110,870	\$408,970	\$199,200	\$144,151	\$343,351
2020	\$496,100	\$65,319	\$561,419	\$306,500	\$102,557	\$409,057	\$205,900	\$137,466	\$343,366
2021	\$507,400	\$54,029	\$561,429	\$315,000	\$94,012	\$409,012	\$212,800	\$130,558	\$343,358
2022	\$518,900	\$42,483	\$561,383	\$323,800	\$85,228	\$409,028	\$220,000	\$123,417	\$343,417
2023	\$530,700	\$30,675	\$561,375	\$332,800	\$76,200	\$409,000	\$227,300	\$116,036	\$343,336
2024	\$542,800	\$18,599	\$561,399	\$342,100	\$66,920	\$409,020	\$235,000	\$108,408	\$343,408
2025	\$555,200	\$6,246	\$561,446	\$351,600	\$57,382	\$408,982	\$242,800	\$100,525	\$343,325
2026				\$361,400	\$47,578	\$408,978	\$251,000	\$92,377	\$343,377
2027				\$371,500	\$37,500	\$409,000	\$259,400	\$83,955	\$343,355
2028				\$381,900	\$27,141	\$409,041	\$268,100	\$75,252	\$343,352
2029				\$392,500	\$16,493	\$408,993	\$277,100	\$66,256	\$343,356
2030				\$403,500	\$5,548	\$409,048	\$286,400	\$56,958	\$343,358
2031							\$296,000	\$47,348	\$343,348
2032							\$306,000	\$37,415	\$343,415
2033							\$316,200	\$27,149	\$343,349
2034							\$326,800	\$16,540	\$343,340
2035							\$337,800	\$5,574	\$343,374
	\$5,027,400	\$633,700	\$5,661,100	\$5,027,400	\$1,165,295	\$6,192,695	\$5,027,400	\$1,908,930	\$6,936,330

MARKET CHANGES SINCE FEBRUARY 2014

Interest rates continue to remain low and have decreased on average 0.42% since February 2014



DISCLAIMER

The information contained herein is solely intended to facilitate discussion of potentially applicable financing applications and is not intended to be a specific buy/sell recommendation, nor is it an official confirmation of terms. Any terms discussed herein are preliminary until confirmed in a definitive written agreement. While we believe that the outlined financial structure or marketing strategy is the best approach under the current market conditions, the market conditions at the time any proposed transaction is structured or sold may be different, which may require a different approach.

The analysis or information presented herein is based upon hypothetical projections and/or past performance that have certain limitations. No representation is made that it is accurate or complete or that any results indicated will be achieved. In no way is past performance indicative of future results. Changes to any prices, levels, or assumptions contained herein may have a material impact on results. Any estimates or assumptions contained herein represent our best judgment as of the date indicated and are subject to change without notice. Examples are merely representative and are not meant to be all-inclusive.

Raymond James shall have no liability, contingent or otherwise, to the recipient hereof or to any third party, or any responsibility whatsoever, for the accuracy, correctness, timeliness, reliability or completeness of the data or formulae provided herein or for the performance of or any other aspect of the materials, structures and strategies presented herein. This Presentation is provided to you for the purpose of your consideration of the engagement of Raymond James as an underwriter and not as your financial advisor or Municipal Advisor (as defined in Section 15B of the Exchange Act of 1934, as amended), and we expressly disclaim any intention to act as your fiduciary in connection with the subject matter of this Presentation. The information provided is not intended to be and should not be construed as a recommendation or "advice" within the meaning of Section 15B of the above-referenced Act. Any portion of this Presentation which provides information on municipal financial products or the issuance of municipal securities is only given to provide you with factual information or to demonstrate our experience with respect to municipal markets and products. Municipal Securities Rulemaking Board ("MSRB") Rule G-17 requires that we make the following disclosure to you at the earliest stages of our relationship, as underwriter, with respect to an issue of municipal securities: the underwriter's primary role is to purchase securities with a view to distribution in an arm's-length commercial transaction with the issuer and it has financial and other interests that differ from those of the issuer.

Raymond James does not provide accounting, tax or legal advice; however, you should be aware that any proposed transaction could have accounting, tax, legal or other implications that should be discussed with your advisors and/or legal counsel.

Raymond James and affiliates, and officers, directors and employees thereof, including individuals who may be involved in the preparation or presentation of this material, may from time to time have positions in, and buy or sell, the securities, derivatives (including options) or other financial products of entities mentioned herein. In addition, Raymond James or affiliates thereof may have served as an underwriter or placement agent with respect to a public or private offering of securities by one or more of the entities referenced herein.

This Presentation is not a binding commitment, obligation, or undertaking of Raymond James. No obligation or liability with respect to any issuance or purchase of any Bonds or other securities described herein shall exist, nor shall any representations be deemed made, nor any reliance on any communications regarding the subject matter hereof be reasonable or justified unless and until (1) all necessary Raymond James, rating agency or other third party approvals, as applicable, shall have been obtained, including, without limitation, any required Raymond James senior management and credit committee approvals, (2) all of the terms and conditions of the documents pertaining to the subject transaction are agreed to by the parties thereto as evidenced by the execution and delivery of all such documents by all such parties, and (3) all conditions hereafter established by Raymond James for closing of the transaction have been satisfied in our sole discretion. Until execution and delivery of all such definitive agreements, all parties shall have the absolute right to amend this Presentation and/or terminate all negotiations for any reason without liability therefor.

APPENDIX – BANK BIDS



501 Tennessee Avenue Charleston, WV 25302 (304) 353-1635 Fax (304) 340-4702

August 22, 2014

Dianne Klaiss Senior Vice President Raymond James & Associates, Inc. 951 E. Byrd Street, Suite 930 Richmond, VA 23219

Dear Ms. Klaiss:

BB&T Governmental Finance (BB&T) is pleased to submit the following proposal of financing terms for the financing requested by the Town of Altavista, Virginia ("Town").

(1) Project: General

General obligation bond for improvements to the water distribution

system

(2) Amount To Be Financed:

up to \$7,042,900.00

(3) Interest Rates, Financing Terms and Corresponding Payments:

Term	Rate
10 years	2.41%
15 years	2.88%

Payments of interest shall be semi-annual beginning March 1, 2015, while principal shall be due annually beginning September 1, 2015, as requested. The amortization of the bonds shall be mutually agreed upon by the BB&T and the Town.

The interest rates stated above are valid for a closing not later than 45 days after today. Closing of the financing is contingent upon completing documentation acceptable to BB&T.

The cost of lender counsel shall be paid to the Town on behalf of BB&T. All applicable taxes, permits, costs of lawyers for the Town and any other costs shall be the Town's responsibility and separately payable by the Town. The financing documents shall allow prepayment of the principal balance in whole on a scheduled payment date with a 1% prepayment premium. Alternatively, for either term chosen the Town may not prepay the principal balance for the first half of the term, then after the Town may prepay the principal balance on a scheduled payment date without a prepayment penalty.

The stated interest rates assume that the Town expects to borrow less than \$10,000,000 in calendar year 2014 and that the Town shall comply with IRS Code Sections 141, 148 and 149. BB&T reserves the right to terminate its interest in this bid or to negotiate a mutually acceptable rate if the financing is not qualified tax-exempt financing for the purpose of IRS Code Section 265(b)(3).

(4) Financing Documents:

It shall be the responsibility of the Town to retain and compensate counsel to appropriately structure the general obligation bond according to Federal and Virginia Commonwealth Statutes. BB&T shall also require the Town's Bond Counsel to provide an unqualified legal opinion. BB&T reserves the right to review the bond and it must be mutually accepted by BB&T and the Town.

(5) Security:

The financing shall be a general obligation of the Town, backed by its full faith, credit and taxing power.

* * * * * *

BB&T appreciates the opportunity to make this term sheet and requests to be notified within five days of this proposal should BB&T be the successful proposer.

BB&T shall have the right to cancel this offer by notifying the Town of its election to do so (whether or not this offer has previously been accepted by the Town) if at any time prior to the closing there is a material adverse change in the Town's financial condition, if we discover adverse circumstances of which we are currently unaware, if we are unable to agree on acceptable documentation with the Town or if there is a change in law (or proposed change in law) that changes the economic effect of this financing to BB&T. We reserve the right to negotiate and/or terminate our interest in this transaction should we be the successful proposer.

Please call me at (304) 353-1635 with your questions and comments. We look forward to hearing from you.

Sincerely,

BRANCH BANKING AND TRUST COMPANY

Jusself R. Abors I

Russell R. Akers, II Vice President

Enclosure



Carter Bank & Trust

POST OFFICE BOX 1776 MARTINSVILLE, VIRGINIA 24115-1776

August 22, 2014

Ms. Dianne Klaiss Senior Vice President Raymond James & Associates, Inc. 951 E. Byrd Street, Suite 930 Richmond, VA 23219

RE: Town of Altavista, Virginia General Obligation Bond, Series 2014 - Project 1A & 1B

Carter Bank & Trust is pleased to submit the following bid on the above referenced project:

ISSUER: Town of Altavista, Virginia

AMOUNT: Up to \$7,042,900

PURPOSE: Proceeds will be used to finance waterline improvements along

Bedford Avenue and the Downtown area, Altavista, Virginia.

TAX TREATMENT: Fully Tax Exempt

BANK QUALIFIED: The bank will require the loan to be "bank qualified" under

Section 265 (b) (3) of the Internal Revenue Code with the interest thereon exempt from Federal and State income taxation.

SECURITY: General Obligation Pledge (Full Faith and Credit) of the Town of

Altavista, Virginia.

Town of Altavista, Virginia August 22, 2014 Page 2

INTEREST RATE / TERM: Option A: 2.25% fixed for ten (10) years

Option B: 2.75% fixed for fifteen (15) years

Option C: 3.30% fixed for twenty (20) years

Interest rate will be calculated using a 30/360 day count.

PAYMENTS: Payments of interest will be made semi-annually on March 1 and

September 1, commencing on March 1, 2015. Principal will be payable annually on September 1, commencing on September 1,

2015.

DRAWDOWN: All at closing

PREPAYMENT: The loan may be prepaid without penalty at any time.

LEGAL OPINION: Hunton & Williams will provide an opinion at the closing as to

the validity of the bond, the exception of the interest from Federal and State income taxation and the status of the bond as a

bank qualified tax-exempt obligation.

COSTS: The bank will not impose any fees and does not anticipate any

expenses in connection with this transaction. Borrower will be responsible for any charges, bond counsel, and financial advisor

fees.

DOCUMENTATION: All documentation associated with this loan shall be in a form

and content acceptable to the bank. The bank may require documents, instruments, opinions, approvals and assurances customary in thus type of financing or as the bank may

reasonably request.

FINANCIAL STATEMENTS: The Town of Altavista, Virginia will provide Carter Bank &

Trust with annual audited financial statements.

ADDITIONAL INFORMATION: Carter Bank & Trust understands and agrees to the provisions

provided in the Request for Proposal.

Town of Altavista, Virginia August 22, 2014 Page 3

The terms of your request for bid submitted to Carter Bank & Trust are hereby incorporated as part of our bid. This commitment will expire on October 3, 2014.

We thank you for the opportunity of quoting the Town of Altavista, Virginia and look forward to hearing from you in the near future. If you have any questions concerning this bid, you may contact me at (276) 656-1776.

Sincerely,

John J. Engel, III Vice President



Carter Bank & Trust

POST OFFICE BOX 1776 MARTINSVILLE, VIRGINIA 24115-1776

August 22, 2014

Ms. Dianne Klaiss Senior Vice President Raymond James & Associates, Inc. 951 E. Byrd Street, Suite 930 Richmond, VA 23219

RE: Town of Altavista, Virginia General Obligation Bond, Series 2014 – Project 1A

Carter Bank & Trust is pleased to submit the following bid on the above referenced project:

ISSUER: Town of Altavista, Virginia

AMOUNT: Up to \$4,997,400

PURPOSE: Proceeds will be used to finance waterline improvements along

Bedford Avenue, Altavista, Virginia.

TAX TREATMENT: Fully Tax Exempt

BANK QUALIFIED: The bank will require the loan to be "bank qualified" under

Section 265 (b) (3) of the Internal Revenue Code with the interest thereon exempt from Federal and State income taxation.

SECURITY: General Obligation Pledge (Full Faith and Credit) of the Town of

Altavista, Virginia.

Town of Altavista, Virginia August 22, 2014 Page 2

INTEREST RATE / TERM: Option A: 2.25% fixed for ten (10) years

Option B: 2.75% fixed for fifteen (15) years

Option C: 3.30% fixed for twenty (20) years

Interest rate will be calculated using a 30/360 day count.

PAYMENTS: Payments of interest will be made semi-annually on March 1 and

September 1, commencing on March 1, 2015. Principal will be payable annually on September 1, commencing on September 1,

2015.

DRAWDOWN: All at closing

PREPAYMENT: The loan may be prepaid without penalty at any time.

LEGAL OPINION: Hunton & Williams will provide an opinion at the closing as to

the validity of the bond, the exception of the interest from Federal and State income taxation and the status of the bond as a

bank qualified tax-exempt obligation.

COSTS: The bank will not impose any fees and does not anticipate any

expenses in connection with this transaction. Borrower will be responsible for any charges, bond counsel, and financial advisor

fees.

DOCUMENTATION: All documentation associated with this loan shall be in a form

and content acceptable to the bank. The bank may require documents, instruments, opinions, approvals and assurances customary in thus type of financing or as the bank may

reasonably request.

FINANCIAL STATEMENTS: The Town of Altavista, Virginia will provide Carter Bank &

Trust with annual audited financial statements.

ADDITIONAL INFORMATION: Carter Bank & Trust understands and agrees to the provisions

provided in the Request for Proposal.

Town of Altavista, Virginia August 22, 2014 Page 3

The terms of your request for bid submitted to Carter Bank & Trust are hereby incorporated as part of our bid. This commitment will expire on October 3, 2014.

We thank you for the opportunity of quoting the Town of Altavista, Virginia and look forward to hearing from you in the near future. If you have any questions concerning this bid, you may contact me at (276) 656-1776.

Sincerely,

John J. Engel, III Vice President



Custom Banking Since 1908

Town of Altavista, Virginia TERM SHEET

August 21, 2014 (For discussion purposes only)

Borrower:

Town of Altavista, Virginia (the "Town")

Amount:

1A.

\$ 4,997,400

1B.

\$ 2,045,500 (subject to Participant financing)

Purpose:

To finance water line improvements within the Town of Altavista for Project 1A (Bedford

Avenue Project) or 1B (Downtown Area Project)

Loan Type:

Tax-Exempt, Bank Qualified Term Loan

Loan Term:

A. 10 years (10 year amortization)

B.

10 years (15 year amortization with a balloon payment at the end of 10 years) 10 years (20 year amortization with a balloon payment at the end of 10 years)

C. 10 years (20 year amortization with a balloon payment at the end of 10 year
 *Draw down Line of Credit available for the 1st year of the 10 year term

Repayment:

Demand, otherwise annual principal payments beginning September 1, 2015 and semiannual interest payments on March 1 and September 1, commencing March 1, 2015

Interest Rate:

A. 2.35%

B.

2.68%

C. 3.15%

*Rates to be held until October 20, 2014

Loan Fees:

\$5,000

Collateral:

Unsecured – General Obligation pledge of The Town of Altavista, VA

Prepayment

Penalty:

None

Guarantors:

None

Reporting

Requirements:

Town of Altavista, VA to provide annual audited financial statements.

Town of Altavista, VA Term Sheet August 21, 2014 Page 2 of 2

Other:

Loan documents are to be approved by the Bank and executed properly.

Bond Counsel will give the customary opinion as to authorization, validity, permits and other matters requested by the Bank. A satisfactory opinion of bond counsel approved by First National Bank as to bank qualification and the exclusion of interest from gross income for Federal and State income taxes will be necessary at or prior to closing.

A General Obligation resolution approved by the Town Council

A statement that no material adverse change in financial condition has occurred since June 30, 2013

Other usual and customary requirements for loans of this type.

All costs associated with the closing of the loan shall be borne by the borrower including review of all documentation by bank selected attorney.

Submitted By:

Shawn D. Stone Vice President First National Bank

Disclaimer

This Term Sheet is presented to the above-referenced borrower in connection with a credit facility proposed by First National Bank. This Term Sheet describes some of the basic terms proposed to be included in loan documents between the Bank and the borrower. This Term Sheet is for discussion purposes only and is not a commitment, nor does it purport to summarize all of the conditions, covenants, representations, warranties, events of default or other provisions that may be contained in documents required to consummate this financing. The terms are subject to standard credit underwriting and approval and to negotiation and execution of loan documents in form and substance satisfactory to the Bank and its counsel. This Term Sheet is confidential and may not be disclosed to third parties without prior consent of the Bank.

August 25, 2014

Mr. Waverly Coggsdale, III Economic Development Director 510 Seventh Street P.O. Box 420 Altavista, VA 24517

RE: Proposal for Professional Services
PCB Remediation: Phase 1 Services – Evaluation of Alternatives
Town of Altavista, Virginia
E14032

Dear Mr. Coggsdale:

PHASE 1: EVALUATION OF ALTERNATIVES FOR PCB REMEDIATION

Pursuant to your request, and in accordance with our meetings with the Town of Altavista, Gay and Neel, Inc. (GNI) and ECS Mid-Atlantic, LLC (ECS) have prepared the following scope and estimated fee proposal for providing environmental consultation and planning services for the referenced site.

Project Background

In preparing this proposal we have also reviewed the following documents provided to us:

- Draper Aden Associates, September 30, 2003. Voluntary Remediation Report, Altavista
 WWTP, Emergency Overflow Pond, Altavista, Virginia. VDEQ File No. VRP000320
- EEE Consulting, Inc., September, 2008. Voluntary Remediation Report Addendum, Altavista WWTP, Emergency Overflow Pond, Altavista, Virginia. VDEQ File No. VRP000320
- Ecolotree, March 3, 2014. Altavista ECap® Concept Demonstration.
- IMET, April 2, 2014. Pilot-Scale Study on the Efficacy of Bioaugmentation for Remediation of PCBs Contaminated Sludge in the WWTP Emergency Overflow Pond, Altavista, VA

To summarize, environmental concerns were identified in 2000 when VDEQ sampled the residual biosolids in the emergency overflow pond (EOP) serving the Town of Altavista waste water treatment plant (WWTP). The sampling was performed due to concerns after the basin was inundated by a flood event. Polychlorinated Biphenyls (PCBs) were identified at concentrations as high as 600 mg/kg. A site characterization performed by Draper Aden in 2002 identified PCB levels as high as 17,000 mg/kg on the northern side of the basin.

Groundwater samples were also collected from 6 monitoring wells around the basin. Surface water samples were collected from the nearby Staunton River. PCBs were not detected in the

Proposal for Professional Services

PCB Remediation: Phase 1 Services – Evaluation of Alternatives

Altavista, Virginia

E14032

groundwater or surface water samples. The source of the PCBs has not been clearly defined; however, local industries discharging to the system have been identified as potential sources. Based on the findings of the initial sampling, the site was enrolled into the Virginia Voluntary Remediation Program (VRP) to further characterize the site, assess risk and develop options for remediation of the EOP. The assessment indicated that exposure risk for site workers exceeded acceptable limits. Consequently an evaluation of remedial measures was performed. The recommended remedial alternative was determined to be consolidation of the biosolids into a separate confined cell or subbasin of the EOP and containment with a permanent vegetative cap. This option was selected because it resulted in a reduction of risk to human health, primarily worker exposure, while maintaining an acceptable level of functionality and storage for the EOP. Because the sludge ponds were cleaned and closed in 2000, the EOP or "Polishing Pond" was left intact and is presently used only for emergency overflow containment during flood events. As noted in the report, the containment and capping is a demonstrated and proven technology that has been approved by EPA on other sites.

In June 2006, the EPA provided a determination that the Toxic Substance Control Act (TSCA) regulations did not apply to jurisdiction of the site. Consequently, the WWTP was left within the regulatory authority of the VRP. In 2008, the Altavista Town Council convened to further evaluate the closure and restoration of the EOP after it was determined that the basin was no longer required to maintain the Class I operating permit for the WWTP. EEE Consulting performed additional assessment of remedial options to close the basin and remediate the waste sludge. Two strategies were evaluated: in-situ thermal desorption and removal/disposal at a licensed waste facility. The removal/disposal option was selected based on cost and in consideration of risks posed by flooding and scouring of the basin which would have the potential to release PCB sludge to surface waters. The cost for disposal of the sludge, cleaning and closure of the EOP was estimated to be \$4.4M.

In 2009, the Town began exploring alternate remediation options for in-situ remediation of PCBs in the EOP. Two firms, Ecolotree, Inc. and the Institute of Marine and Environmental Technology (IMET) performed limited pilot studies to evaluate the efficacy of phytoremediation and bioremediation of the biosolids, respectively. The IMET bioremediation demonstration concluded that reductions in PCBs could be achieved; however, the effective penetration and treatment depth of the biosolids was only 6 inches; the sludge is reported to be as much as 24 inches thick and the highest PCB concentrations (2,400 mg/kg) were reported at the bottom of the layer. Consequently, significant mixing and multiple treatment applications would be required to reduce PCBs to the regulatory threshold of 50 ppm. Additional studies were recommended to further assess timeframes and costs to achieve endpoints using this technology. The Ecolotree demonstration involved capping of the solids and planting of vascular trees to bioaccumulate and sequester PCBs in the biomass. Although the demonstration reportedly met with some success in this effort, the VDEQ, in a letter dated February 1, 2012 noted that these methods are unproven, take extensive time to meet endpoints and have risks associated with breaching of the EOP liner and release of PCBs once the vegetative cap begins to grow and roots penetrate the bottom of the basin.

Proposal for Professional Services PCB Remediation: Phase 1 Services – Evaluation of Alternatives

Altavista, Virginia E14032

Proposed Tasks

Based on the foregoing discussion of previous work, and in consideration of our discussions with VDEQ and the Town WWTP staff, we have developed the following scope of work to further identify and assess remedial technologies and approaches for meeting the Towns objective of stabilizing PCB sludge to mitigate the risk of release and exposure to this material in the most cost-effective manner. The goals for this assessment are to evaluate remedial options and establish success criteria based on time, cost, risk reduction and the ability to meet regulatory closure without prescriptive remediation or intervention by VDEQ or EPA while maintaining the operation and integrity of the EOP.

To accomplish this we propose the following initial tasks:

- 1. <u>Data Collection & Review</u>: Our Team will collect and review previous environmental reports and correspondence related to proposed remedial strategies; data will be provided by the Town to the Team within one week of Notice to Proceed. The data will be used to frame a discussion on remedial technologies applicable to the site conditions.
- 2. <u>Site Recon & Interviews</u>: Our Team will perform a site reconnaissance and interviews with WWTP personnel to identify operating and regulatory issues that might impact on final selection of remedial design approach. This will include an engineering review of the EOP construction with emphasis on identifying floodplain and operating permit issues that might impact on the proposed remediation.
- 3. Evaluation of Alternatives: Our Team will prepare an evaluation of applicable remediation alternatives and develop a remediation technology 'screening matrix' based on current site characterization studies and previous technology demonstrations. Remedial technologies which are considered viable for implementation will be evaluated and objectively rated in consideration of: apparent advantages and disadvantages, costs, time of implementation, potential hurdles or obstacles in implementation, and regulatory acceptance. Both technologies considered to date as well as other potentially viable alternatives will be evaluated. Our Team understands that we must evaluate all the previously considered strategies regardless of our professional opinion of each strategy; this will be critical to establishing credibility with the Town Council in our subsequent presentation.
- 4. <u>Prepare Report</u>: At the conclusion of these activities we will prepare a report summarizing our findings with estimated costs, timeframes and regulatory considerations of each alternative.
- 5. Work Session Presentation: This fee proposal also includes costs associated with holding a Work Session for the Town Council in which the alternatives will be presented along with a discussion of the costs, advantages, and disadvantages of each. The objective of the Work Session is to provide the Council with an objective view of its alternatives to address this issue and allow it to decide on the most cost-effective and desirable method.

Proposal for Professional Services
PCB Remediation: Phase 1 Services – Evaluation of Alternatives

Altavista, Virginia

E14032

Compensation

We propose to be compensated on a lump sum basis as noted below for the work detailed in the scope. Our compensation for this work shall be as outlined below with monthly billing based on an estimate of the percent of the total work completed:

Task	Task Description / Name	Total Fee
#	Phase 1: Evaluation of Alternatives	\$14,505
1.1	Data Collection & Review	\$1,820
1.2	Site Recon & Interviews	\$1,540
1.3	Evaluation of Alternatives	\$5,320
1.4	Prepare Report	\$2,725
1.5	Prepare Presentation	\$1,550
1.6	Town Council Work Session to Present Report and Recommendation	\$1,550

In the event of nonpayment of the account within thirty (30) days after invoices are rendered, you agree to pay a late charge of 1-1/2% per month on the unpaid balance (18% per year) until such account is paid in full.

Additional Scope of Services

While not required for this evaluation, it may also be prudent to re-sample areas of the sludge and the wells to document PCB levels in the basin and verify that groundwater quality remains stable. These data would be incorporated into the decision-making process for selection of an appropriate remediation design. For planning, we estimate sampling the 6 existing monitoring wells and collecting a composite sample of the stratified sludge from each quadrant of the EOP. The estimated cost for this work is summarized as follows:

Total Fee, Sampling and Analyses	\$3,125
PCB Analyses (10 samples @ \$70/ea.)	\$700
Mileage and Sampling Supplies (lump sum)	\$175
Sample wells and sludge basin (lump sum)	\$2,250

Future Scope of Services

Please note that our proposed scope of service does not include preparation of engineered drawings or specifications, engineering evaluation of the EOP (including floodplain studies), preparation of final site characterization or risk assessment for VRP, preparation of final remedial action plan (RAP) or additional sampling and analyses of soil, sediment, groundwater or surface water.

Terms

Gay and Neel, Inc. proposes to work in accordance with the attached "Standard Terms and Conditions" to be included as part of this Proposal.

Proposal for Professional Services PCB Remediation: Phase 1 Services - Evaluation of Alternatives

Altavista, Virginia

E14032

Schedule

We propose to complete all work in accordance with the schedule established by the Owner and A/E Team; attached is our proposed schedule that was developed in a manner that we believe to be consistent with the parameters / milestones necessary for this project. This proposal shall be considered valid for forty-five (45) calendar days from the date of the proposal. The compensation amount stipulated in this agreement is conditioned on a period of service not exceeding two (2) months for the SD phase and eight (8) months for the DD and CD phases combined. Should such periods of service be extended, the compensation amount shall be appropriately adjusted.

Attachments

The following attachments are included with and shall be deemed part of this Agreement:

- 1. Gay and Neel, Inc. Hourly Rate Sheet.
- 2. ECS Mid-Atlantic, Ltd. Hourly Rate Sheet
- Gay and Neel, Inc. Standard Terms and Conditions. 3.
- MS Project Schedule / Gantt Chart 4.

Approval

If you find this proposal acceptable, please sign the enclosed copy and return it to us for our records. We will construe the receipt of our copy as our notice to proceed.

Thank you for allowing us to assist you on this project.

Sincerely,

Gay and Neel, Inc.

2 -- 7 Trevor M. Kimzey, P.E.

Director of Engineering

Enclosures

TMK/scw

Proposal for Professional Services

PCB Remediation: Phase 1 Services – Evaluation of Alternatives

Altavista, Virginia

E14032

AUTHORIZATION TO PROCEED

Proposal Date:

August 25, 2014

Proposal Number:

E14032

Scope of Work:

Civil Engineering Services

Project:

PCB Remediation: Phase 1 Services -

Evaluation of Alternatives

Please complete and return this page to Gay and Neel, Inc. to indicate acceptance of this proposal and to initiate work on the above referenced project as outlined in the Scope of Services section. The Client's signature above also indicates that he/she has read the accompanying Standard Terms and Conditions and agrees to be bound by such Standard Terms and Conditions. (\$14,505) Lump Sum	Client Signature:	Date:
Accepted by: Signature Billing Address City, State, ZIP Title Phone & Fax	and to initiate work on the above referenced project The Client's signature above also indicates that he/sh	t as outlined in the Scope of Services section. e has read the accompanying Standard Terms
Signature Billing Address Printed Name City, State, ZIP Title Phone & Fax	(\$14,505) Lump Sum	
Printed Name City, State, ZIP Title Phone & Fax	Accepted by:	Contact Information:
Title Phone & Fax	Signature	Billing Address
	Printed Name	City, State, ZIP
Date Email Address		
	Date	Email Address

RETURN TO:

GAY AND NEEL, INC. 1260 RADFORD STREET CHRISTIANSBURG, VA 24073

FAX: (540) 381-2773

EMAIL: info@gayandneel.com

GAY AND NEEL, INC. PUBLIC RATES HOURLY RATE SHEET

Effective June 1, 2014

<u>Title</u>	Hourly Rate			
Principal:	\$130.00/hr.			
Director of Engineering:	\$120.00/hr.			
Senior Project Manager:	\$105.00/hr.			
Project Manager:	\$95.00/hr.			
Engineer I:	\$85.00/hr.			
Engineer II:	\$80.00/hr.			
Design Technician I:	\$75.00/hr.			
Design Technician II:	\$60.00/hr.			
Director of Surveying:	\$105.00/hr.			
Project Manager-Surveying:	\$90.00/hr.			
Senior Survey Technician:	\$80.00/hr.			
Surveyor:	\$70.00/hr.			
Survey Technician:	\$60.00/hr.			
2-Man Crew:	\$130.00/hr.			
Director of Administration:	\$60.00/hr.			
Clerical:	\$45.00/hr.			

Revised: 7/3/14

ECS Mid-Atlantic, Ltd. Hourly Rate Sheet

Unit Rates

Principal Engineer (P.E.)	\$150/hour
Principal Geologist (C.P.G.)	\$125/hour
Certified Industrial Hygienist (C.I.H.)	\$140/hour
Environmental Scientist	\$110/hour
Environmental Project Manager	\$75/hour
Environmental Technician	\$45/hour
Engineering Drafting	\$55/hour
Mileage	\$0.65/mile
Expenses	(cost + 10%)
Exponedo	,

Gay and Neel, Inc. Standard Terms and Conditions

The following Standard Terms and Conditions are incorporated into any proposal by Gay and Neel, Inc. (GNI) and any agreement between Client and GNI to provide work or services ("this Agreement"):

- documents prepared by GNI ("Instruments of Service") are, compensation paid to GNI under this Agreement, excluding and shall remain, the property of GNI. These Instruments of reimbursement for expenses, unless such liability results Service are licensed to the Client solely for use in connection directly from the intentional misconduct of GNI. GNI will not with the project contemplated in this Agreement and are not be liable for lost profits, special, incidental, exemplary, to be used for any other purpose or project. GNI shall have consequential, punitive, direct or indirect damages. the right to use all such Instruments of Service and, unless Client specifically instructs GNI otherwise, photographs of any completed project for marketing purposes. GNI shall be deemed the author of these Instruments of Service and shall retain all common law, statutory and other reserved rights, Submission or distribution of including the copyright. documents to meet official regulatory requirements or for similar purposes is not to be construed as publication in derogation of GNI's reserved rights.
- 2. GNI may from time to time provide electronic copies of plans, drawings, or other documents. These are provided for informational purposes and for the convenience of Client and are not intended to be relied on. Only original documents signed and sealed by a licensed professional should be relied upon. GNI makes no warranty, express or implied, with respect to the use of electronic copies or their fitness for your purposes, and assumes no responsibility or liability for any errors or omissions contained therein or any incidental, indirect, or consequential damages whatsoever arising from the use of these drawings.
- 3. Client shall be liable for, and shall pay, all collection expenses, witness fees, court costs, and attorney's fees incurred by GNI to enforce this Agreement.
- 4. All charges will be billed monthly as the work progresses, and shall be due within thirty (30) days of invoice date. A late charge of 1 1/2% per month, which is an annual percentage rate of 18%, will be applied to any unpaid balance commencing thirty (30) days after the date of the original invoice. Client agrees to pay such finance charges.
- 5. In the event that work not specified in this Agreement is required for any reason, such additional work shall be paid for by Client at GNI's prevailing rates for similar work. The Client shall reimburse GNI for all expenses, except as otherwise specifically stated in this Agreement, plus fifteen percent Such expenses include, but are not limited to, subdivision fees, assessment fees, fees for governmental checking and inspection, permits, LIDAR tiles, blueprints and reproduction, travel expenses, shipping/courier expenses, and subcontractor services.

- 1. All drawings, survey notes, digital files, and other 6. GNI's liability hereunder shall be limited to the
 - 7. In the event Client fails to pay within thirty (30) days after invoices are rendered, then Client agrees that GNI shall have the right to cease work under this Agreement. Client agrees to indemnify and hold harmless GNI from and against all claims, damages, losses and expenses, direct and indirect, or consequential damages, arising out of or resulting from such work stoppage. Additionally, GNI may withhold from the Client any work prepared under this Agreement until all delinguent invoices are paid in full.
 - 8. In the event all or any portion of the work contemplated by this Agreement is suspended, abandoned, or terminated, for any reason, the Client shall pay GNI for the work performed to date on an hourly basis, at GNI's prevailing rates for similar work, not to exceed any maximum contract amount specified herein. If the work is resumed, Client shall pay GNI for expenses incurred in the interruption and resumption of GNI's work.
 - 9. Any proposal submitted to Client is valid for 45 days from the date of the proposal. Should GNI choose to cancel the proposal, it is GNI's right to do so at any time. If verbal authorization to begin work is given to GNI, Client shall be deemed to have agreed to all conditions and terms of the proposal and this Agreement whether or not signed by the Client.
 - 10. This Agreement constitutes the final expression of the parties' agreement, and it is a complete and exclusive statement of the terms of that agreement. This Agreement shall be binding on the parties, their successors and assigns, but may not be assigned by Client without GNI's express written consent. In the event any provisions of this Agreement shall be held to be invalid and unenforceable, the other provisions of this Agreement shall remain valid and binding. The services contemplated by this Agreement are for the exclusive use of the Client. Nothing in this Agreement shall create a contractual relationship for the benefit of any third party.
 - 11. This Agreement shall be governed by the laws of the Commonwealth of Virginia, and the parties consent to the jurisdiction and venue of the courts of Montgomery County, Virginia and the federal courts located in Roanoke, Virginia.

Effective: July 1, 2008

PCB Remediation Project Approach Town of Altavista, VA

Proposed Fee Schedule

Gay and Neel, Inc. 25 Aug 2014

	23 / log 251 /							
ID	Task Name	Duration	Cost	Start	Finish	September	October	November 11/2 11/9 11/16 1/23
	PCB Remediation Project Approach - Town of Altavista, VA	46 days	\$14,505	Mon 9/15/14	Mon 11/17/14	9/15		11/17
1								
2	1 Phase 1: Evaluation of Alternatives	41 days	\$14,505	Mon 9/15/14	Mon 11/10/14	9/15		11/10
3	1.1 Data Collection & Review	3 wks	\$1,820	Mon 9/15/14	Fri 10/3/14			\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \
4	1.2 Site Recon & Interviews	1 wk	\$1,540	Mon 10/6/14	Fri 10/10/14		-	
5	1.3 Evaluation of Alternatives	2 wks	\$5,320	Mon 10/13/14	Fri 10/24/14		5	
6	1.4 Prepare Report	1 wk	\$2,725	Mon 10/27/14	Fri 10/31/14		F	
7	1.5 Prepare Presentation	1 wk	\$1,550	Mon 10/27/14	Fri 10/31/14		-	h l
8	1.6 Town Council Work Session to Present Report and Recommendation	1 day	\$1,550	Моп 11/10/14	Mon 11/10/14			11/10
9								
10	2 Phase 2: Implementation of Selected Option	0 days	\$0	Mon 11/17/14	Mon 11/17/14			→ ★ 11/17



Town of Altavista Recreation Committee

Committee Members

Ann Shelton (Chairman)
Tim George (Town Council)
Victoria Mattox
Steve Dews
Tanya Overbey

Ex-Officio Members

Steve Jester (YMCA)
Dan Witt (Town Staff)
David Garrett (Town Staff)

Tree Plan: Parks

Over the past several months the Recreation Committee has been working with staff to develop a tree plan for English Park, the 3rd Street entrance to English Park and the Bedford Avenue and Leonard Coleman Community parks.

The Committee is ready to make a request of Town Council to approve this plan and allocate funding for the trees and benches. Trees should be planted in September or early October for the best chance of survival and the Committee would like to have the trees planted this fall.

Staff has attained quotes from several locally owned and operated companies as well as quotes from nurseries within the region- Bedford & Campbell County.

Attached are the proposed plans for each of the parks and areas the Committee is addressing. Being requested are 24 Zelkovas. This is a nice shade tree that grows fairly fast. It has been recommended by Nathan with HDL Landscape Architects. The estimated cost is \$1,500.

Also being requested are 2 Magnolia trees at the entrance to English Park near the entrance gate at an estimated cost of \$175.

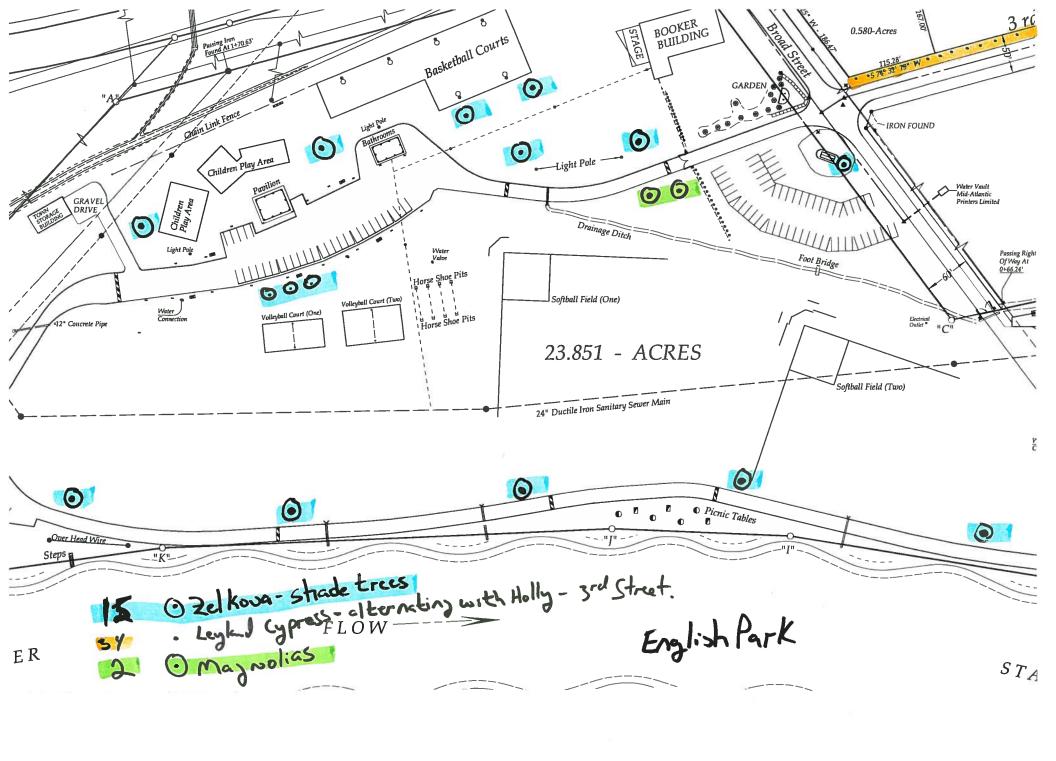
Lastly, are 17 Leyland Cypress and 17 Holly trees or the possible options of Cryptomeria (Yoshino or Burfordii Holly) to be planted as a buffer along 3rd Street. Staff has spoken with Kirk Schultz, Horticulturist for the City of Lynchburg, and he does not recommend the Cypress trees due to their susceptibility to bag worms. The estimated cost is \$400.

Two benches are being requested, one for each of the Community Parks, Bedford Avenue and Leonard Coleman an estimated cost of \$1,200. .

Request:

The Recreation Committee is requesting an amount not to exceed \$3,500 for this project.

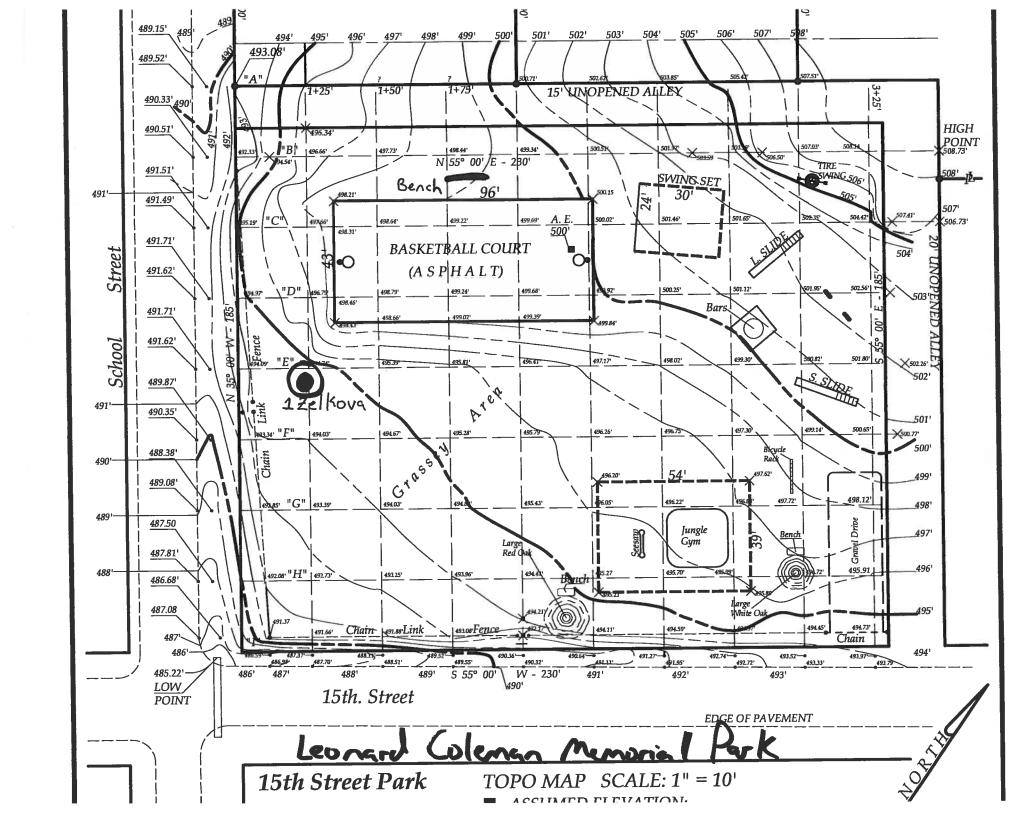
					,,	–		
	15 Galle	on Zelkova	3 Gallon L	eyland Cypress	3 Gallon	Holly Tree	15 Gallon	Magnolia
Laurelton Gardens	\$	95.00	\$	16.00	\$	20.00	\$	85.00
Reedy Hill Gardens	\$	65.00	\$	11.00	\$	11.00	\$	75.00
Windfall Nursery (10 available)	\$	55.00	\$	9.75	None	in Stock	None i	n Stock
Burkhardt Nursery	Called	twice no qu	uote prov	rided				
Quantity		24		17		17		
Other tree options with estima	ted costs	(Buffer alon	g 3rd Str	eet) : Cryptomer	ia (Yosh	ino) & Burfo	rdii Holl	y
	Pr	ice Each						
Benches- 2 requested	\$	600.00	\$	1,200.00				
15 Gallon Zelkova			\$	1,460.00				
3 Gallon Leyland Cypress			\$	165.75				
3 Gallon Holly Tree			\$	187.00			PROCESS -	
15 Gallon Magnolia			\$	175.00				
			\$	3,187.75				
				x10%				
			\$	318.78				
			\$	3,506.53	-			



Bedford Avenue Park

8 O Zelkour. Shed tree - beach







Town of Altavista, Virginia Town Council Package

Meeting Date: September 9, 2014

POLICE/LEGISLATIVE COMMITTEE REPORT

The Police/Legislative Committee met on Friday, August 22, 2014 to discuss items that had been placed on their agenda. The following items are submitted for Council's review/consideration:

I: <u>Take Home Vehicles policy</u> (Action Requested)

Staff provided information on the current use of vehicles for "take home" use as well as information from other sources regarding the issue. Chief Walsh provided a memorandum that recommended that police department "command staff" (Lieutenant and above) be assigned a take home vehicle, provided that they live within a distance of ten (10) miles from the Altavista Corporate Limits. The Committee discussed the current situation involving take home vehicles for the police department, which includes three individuals and were agreeable that these may continue, but did not reach a consensus on a policy to be implemented in the future. The two concepts discussed were: 1) No expansion of existing policy; or 2) Keeping current plan but allowing Command staff within a ten (10) mile radius a take home vehicle going forward. (Attachments)

NOTE: With no consensus of the committee, the matter is referred to the full Council.

POSSIBLE MOTION: Per discussion

II: Pawn shop regulations (Action Requested)

The Committee reviewed the information that was provided by the Town Attorney at the previous Town Council meeting regarding potential ordinance amendments regarding pawn shops. The process by which a pawn shop can operate is covered in the Code of Virginia, although local governments can also incorporate additional language that addresses the number of pawn shops that may operated in a locality and/or the fee associated with the issuance of a permit. The Committee discussed these items and would recommend that an ordinance be drafted that cites the Code of Virginia and limits the number of pawn shops in Town to two and sets a permit fee. The amount of the permit fee was not agreed upon but the two amounts considered were \$200 or \$1,000. The Committee asked staff to review this item and report back at the Council meeting. (Attachments)

NOTE: With no consensus of the committee, the matter is referred to the full Council.

POSSIBLE MOTION: Per Discussion

III: Other Items

- Mass Notification System Chief Walsh is working with a vendor on setting up a demonstration for the full Council.
- Auxiliary Officers Chief Walsh is working on bringing an additional auxiliary
 officer on board and the Committee supports a budget amendment in the amount
 of \$1,100 that would cover the annual dues for the criminal justice academy and
 other start up costs. There is a twelve (12) hour a month requirement on auxiliary
 officers.

Members Present:

Edwards and George

TO: Mr. J. Waverly Coggsdale, III, Town Manager

FROM: Colonel Kenneth I. Walsh, Jr., Chief of Police

SUBJECT: Take Home Vehicle Policy

DATE: 20 August 2014

There are several reasons why I believe the Town of Altavista would benefit from implementing a take home vehicle policy. The department sees the following as benefits:

- 1. The vehicles last longer: The police departments that have conducted studies have documented that take home vehicles typically last longer than pool vehicles that are operated 24/7. Lexington Police Department (Kentucky) found that pool cars lasted 2-3 years versus take home cars that were serviceable for 5-7 years.
- 2. <u>Sense of ownership</u>: Human nature dictates that officers will take better care of vehicles assigned only to them. Officer's moral is increased and it can be used as a recruitment and retention tool. Many departments have found that their fleet appearance improved and, consequently, the image of their respective department was bolstered. Accountability for the use and care of the department's vehicles is increased.
- 3. Quicker response and better preparedness to critical incidents: In critical incidents where time is a factor, supervisors are able to respond directly to a scene with the necessary equipment.
- 4. The savings of tax dollars: After the initial start-up costs associated with the purchase of take home vehicles for all officers, the long term savings appears to be quite impressive. One example of this can be found by an independent study conducted by the Galloway Township Police Department (New Jersey). They found that maintaining a pool fleet of vehicles for the department cost approximately \$228,000 per year, while the cost of the maintenance for the take home car fleet was \$130,000. This savings reflects a 43 % savings to the taxpayer in the aforementioned case.

My initial recommendation for the police department would be to allow command staff supervisors (Lieutenant and above) to be assigned a take home vehicle, provided that they live within a distance of ten (10) miles from the Altavista Corporate Limits. I would also like to initiate a cost assessment in the near future to determine the savings to the town provided we adopted a take home vehicle policy for all officers in the department.

LAW OFFICES OF J. JOHNSON ELLER, JR.



P.O. BOX 209

ALTAVISTA, VIRGINIA 24517

TELEPHONE (434) 369-5661 FAX (434) 369-5663 ELLERLAW19@GMAIL.COM September 4, 2014

Mayor and Town Council Town of Altavista 510 Seventh Street Altavista, VA 24517

Re: Pawnbrokers

Dear Mayor and Council:

At the August Council meeting the pawnbroker licensing issue was discussed. Council referred the matter to the Police/Legislative Committee.

The Committee met on August 22 and discussed the issue. The Virginia Code provides that localities may reasonably limit the number of pawnshops within their corporate limits. The Committee recommended that the limit be two (2).

The licensing and renewals thereof and the regulation of the pawnshops will require continuing oversight by the Treasurer's Office and by the Chief of Police. It was agreed by the Committee that there should be an annual license fee to help defray some of the expense. The amount of the fee was not specifically agreed upon by the Committee. The proposed fee ranged from \$200.00 to \$1,000.00. Waverly and I have looked at pawnshop fees in some other jurisdictions and find the following: Fairfax County \$240.00, New Kent County \$200.00 and Henrico County \$200.00. I also asked Roanoke and Lynchburg and their Commissioners of the Revenue said they do not charge a fee separate from the BPOL license. Based on this sampling I would advise a fee of \$200.00 - \$250.00.

I have prepared for Council's consideration an ordinance like Lynchburg's which incorporates the Virginia Code provisions on pawnshops. The ordinance also provides for an application fee of \$_____ renewable annually. The proposed ordinance also contains a limit of two (2) pawnshops in town.

Mayor and Town Council Page 2 September 4, 2014

I have also prepared an information sheet for the use of any future prospective pawnshop operators. Both the ordinance and the information sheet are attached.

Johnson Eller, Jr.

Enclosure

10/TA/Letter to Council on Pawnshops

An Ordinance to add to the Code of the Town of Altavista, 1968, a new Article V consisting of Sec. 22-133 relating to Pawnbrokers.

Be it ordained by the Town Council of the Town of Altavista:

1. That a new Article V "Pawnbrokers" consisting of Sec. 22-133 be added to the Code of the Town of Altavista as follows:

Sec. 22-133. Pawnbrokers.

- A. Sections 54.1-4000 through 54.1-4014, Code of Virginia, regulating and controlling pawnbrokers are hereby adopted by reference and shall be enforced within the town. Pursuant to the provisions of Section 1-13.39:2 of the Code of Virginia, future amendments to the sections of the Code of Virginia that are incorporated in this section are also incorporated by reference herein.
- B. Upon submission of an application for a license pursuant to this article, a \$______ nonrefundable application fee shall accompany the application. Licenses issued to pawnbrokers shall be renewed on an annual basis and for each renewal an additional fee of \$_____ is required.
- C. Not more than two pawnshops may operate within the corporate limits of the Town of Altavista at any one time
- 2. This Ordinance shall become effective immediately upon passage by the Town Council of the Town of Altavista.

TOWN OF ALTAVISTA

INSTRUCTIONS FOR APPLICANTS FOR

PAWNBROKER LICENSES

Section 22-133 of the Altavista Town Code (incorporating Sections 54.1-4000 through 54.1-4014 of the Code of Virginia) requires that any person who acts as a pawnbroker by lending or advancing money for profit in exchange for another person's personal property must obtain a Pawnbroker License issued by the Town.

Town of Altavista limits the number of allowed pawnbroker businesses, (pawn shops), to two. Individuals who are interested in opening a new pawnbroker business in the Town of Altavista should contact the Town Treasurer at 434-369-5001 to check the number of existing pawnbroker businesses and see if any new businesses are allowed.

The location of a pawnbroker business is regulated by the Town of Altavista Zoning Ordinance. Zoning approval of the location is required. For information regarding the type of permit required and the application process, please contact the Zoning Administrator, at 434-369-5001. Inquires must include the address of the proposed pawnbroker business.

An individual who is interested in obtaining a pawnbroker license must first be approved as a pawnbroker by order of the Campbell County Circuit Court upon a petition filed by the applicant providing the information required by the statute. The applicant must obtain this court order before applying for a license. For more information on how to apply with Campbell County Circuit Court, please call 434-592-9517.

Pawnbroker applicants must also apply for a Precious Metals and Gems (PMG) permit to allow the pawnbroker to purchase jewelry and other precious metal items from the public. See Altavista Town Code Sec. 21-121 through 132.

All applicants must appear in person at the Altavista Town Hall, 510 7th Street, Altavista, VA 24517 to apply. Applications are accepted Monday-Friday, 8:00 am to 4:00 pm.

The following items are required by the Town to apply for a Pawnbroker license:

- 1. Order issued by Campbell County Circuit Court authorizing applicant to operate as a pawnbroker.
- 2. Application and Release of Personal Information form; signed and notarized.
- 3. Valid, unexpired state-issued picture identification.
- 4. Applicants who were born outside of the United States must provide valid, unexpired proof of employment authorization such as a Permanent Resident Card, Employment Authorization Card, or proof of U.S. citizenship.

- 5. Applicants who live or have lived outside of Virginia in the past 12 months must provide a state background check from their state of residence (other than Virginia), normally available through state police.
- 6. Copy of Town of Altavista Business, Professional and Occupational License (BPOL).
- 7. Copy of zoning approval for business location from Town of Altavista Zoning Administrator.
- 8. Surety bond, payable to the Town of Altavista, Virginia in amount of \$50,000.
- 9. Copy of Virginia "Placed in Service" report for trade scale.
- 10. Payment of \$______, payable to Town of Altavista by cash, check, or money order. Credit cards are not accepted for payment of license fees.

Questions? Contact us.

Office:	434-369-5001
Fax:	434-369-4369

Email:

14/Altavista/Pawnbroker Licenses Regulations



Meeting Date: September 9, 2014

PUBLIC WORKS/UTILITY COMMITTEE REPORT

Committee meeting held on Friday, August 29th, items for Council's review/consideration are:

I: Tree Removal – Main Street (Action Requested) Total motions needed: 1

Staff has been working with VDOT in regard to a partnership to remove the large trees along Main Street. This conversation began with a local business indicating that trees adjacent to their building was causing problems due to leaves dropping in their gutter system. Based on past discussion, staff was seeking to work with VDOT and it was indicated that the Town could request the work to be done through a VDOT contractor. In addition, VDOT requested that in exchange for the tree removal that the Town assume the expense of grinding the stumps and replace any sidewalk that has been damaged. Staff believes this is a very good partnership if Council wants the thirteen trees along Main Street removed.

POSSIBLE MOTION: "I move that the Town Manager be authorized to execute an agreement with VDOT in regard to removal of trees along Main Street and the Town assume the cost for the stumps and sidewalks as indicated."

II: Other Items Discussed – No Action Requested Total motions needed: 0

WWTP Emergency Overflow Pond (PCB Issue) discussion – Staff has received two (2) proposals from engineering firms under our existing "annual services agreements" for professional services related to environmental consulting. Staff interviewed the firms and requested "fee proposals" from each for the tasks indicated. Based on the interviews and the fee proposals, staff recommends entering into an agreement with Gay & Neel and ECS for the services. The Committee considered staff's recommendation and agreed, forwarding the issue of funding to the Finance/HR Committee.

Tree Plan – English Park – At the August Town Council meeting, the Recreation Committee submitted a plan that would incorporate trees into English Park, as well as other recreational areas in Town. The Committee reviewed the Recreation Committee's recommendation and agreed, forwarding the issue of funding to the Finance/HR Committee.

Utility Department operations/Use of technology – The Committee previously requested that staff review the staffing of the utility plants and the feasibility of the use of technology to possibly reduce operational costs. The Committee was updated on the process and staff is working with the Virginia Rural Water Association in regard to evaluation of staffing and technology usage. In addition, staff visited a "peer" to see how they are using technology. This process will take approximately 6-8 weeks.

Private Drive maintenance request – The Committee continued discussion regarding a citizen's request to maintain a private drive off Eudora Lane. Although it appears that at some point in the past that the Town surface treated this area, the Committee felt it was not in the Town's best interest to continue this practice. Staff will inform the citizen.

Water Pressure Issues – The Committee was updated on staff's efforts to address water pressure issues primarily associated with the Melinda Drive tank. In addition, staff is completing a RFP for services related to evaluation of the water pressure issue and the inclusion of the Dearing Ford elevated water tank that was recently received from Campbell County.

The next scheduled meeting of the Public Works/Utility Committee is <u>Friday, September 26th at 7:00</u> <u>a.m.</u> in the large conference room of the J.R. "Rudy" Burgess Town Hall.

Members Present: Ferguson, Dalton, Higginbotham



Town of Altavista Town Council Meeting Agenda Form

Meeting Date: September 9, 2014

Agenda Placement: New Business

(Special Recognition (awards, proclamation), Requests & Communications (reports, information presentations). Public Hearings, Unfinished Business, New Business, Closed Session)

Subject Title: Delinquent Tax List 2013 Consideration

Presenter(s): Finance Director

SUBJECT HIGHLIGHTS

Per the attached memorandum, the Finance Director presents the Delinquent Tax list for 2013 pursuant to Section 70-3 of the Altavista Town Code. The Finance/HR Committee was briefed that the Delinquent Tax list would be an item on the agenda and they concurred.

Staff recommendation, if applicable: Approval of action requested.

Action(s) requested or suggested motion(s):

Motion: "I move that the Delinquent Tax List be printed in the Altavista Journal." (NOTE: Ad would run in October and December and the cost of the ad would be prorated to the delinquent taxpayers, upon payment.) Delinquent Taxes: Real Estate: \$12,946.90 Personal Property: \$18,685.50

Motion: "I move that the Delinquent Taxes for deceased individuals be written off, in the total of \$308.80."

Motion: "I move that the Delinquent Personal Property Taxes under \$20.00 be written off, in the amount of \$8.32."

Motion: "I move that the 2009 Delinquent Taxes be written off, due to statute of limitations, regarding personal property taxes in the amount of \$3,367.24." (NOTE: Collection efforts will continue on 2009 taxes until June 2015, after which staff will write off all uncollected 2009 personal property taxes.)

Motion: "I move that the delinquent real estate taxes that are uncollectable in the amount of \$798.45 be written off." (NOTE: These taxes are on properties that were sold and the Town's lien could not be satisfied based on the sale price.)

Attachments: ✓ Yes ✓ No

Attachments (in order they appear in packet): 1) Memorandum from Treasurer; 2) Delinquent Tax List(s) – Deceased Individuals (writre-off); Under \$20 (write off); 2013 Delinquent Real Estate Taxes; 2013 Delinquent Real Estate Taxes "Uncollectible" Recommended for Write off; Delinquent Personal Property Taxes; 2009 Delinquent Personal Property Taxes (write-off)



TO:

Mayor Mattox and Members of Council

FROM:

Tobie Shelton

DATE:

September 9, 2014

RE:

Submission to Town Council of Delinquent Taxpayers Section 70-3 of the Town

Code

Attached for your review is a listing of delinquent taxpayers I am required to submit annually to the Town Council as defined by Section 70-3 of the Code of the Town of Altavista. Section 70-3 is as follows:

- a. The treasurer, after ascertaining which of the taxes and levies assessed at any time in the town have not been collected, shall, within 60 days of the end of the fiscal year, make out lists as follows:
- 1. A list of real estate on the land book of the county commissioner of the revenue improperly placed thereon or not ascertainable, with the amount of taxes charged thereon.
- 2. A list of other real estate which is delinquent for the nonpayment of the taxes thereon. This list shall not include any taxes listed under subsection (a) (4) or (5) of this section.
- 3. A list of such of the taxes assessed on tangible personal property, machinery and tools and merchants' capital, and other subjects of local taxation, other than real estate, as he was unable to collect which are delinquent. This list shall not include any taxes listed under subsection

 (a) (4) or (5) of this section.
- 4. A list of the uncollected taxes amounting to less than \$20.00 each for which no bills were sent under Code of Virginia, § 58.1-3912.
- 5. A list of uncollected balances of previously billed taxes amounting to less than \$20.00 each as to which the treasurer has determined that the costs of

Mayor Mattox and Members of Council September 09, 2014 Page 2

collecting such balances would exceed the amount recoverable, provided that the treasurer shall not include on such list any balance with respect to which he or she has reason to believe that the taxpayer has purposely paid less than the amount due and owing.

Final notices have been mailed to all individuals advising action to be taken if taxes were not paid within our deadlines. My letter advised their names and amounts due would be published in the Altavista Journal and possible legal action taken by the Town. Such legal action includes authorizing the Department of Motor Vehicles to withhold registration of all vehicles owned and/or co-owned by the taxpayer until their debt has been cleared otherwise submitting a claim to the Department of Taxation's Integrated Revenue Management System (IRMS) to withhold the delinquent tax from revenue taxpayers may receive from the Department of Accounts through tax returns or lottery winnings.

Section 70-4(c) and (d) require Council's approval to advertise the listing of delinquent taxpayers in the local newspaper. This is an effective tool helping reduce the outstanding delinquent taxes and again this year I am requesting permission to advertise in late October or early November. This schedule would allow us to publicly announce our intentions to advertise and provide a time frame for delinquent taxpayers to resolve past due taxes before advertising in the local newspaper.

I respectfully request your approval to advertise in the Altavista Journal as noted above. Additionally, request the approval to write-off the amounts under \$20.00, past due taxes for deceased individuals, and the 2009 personal property taxes due to statute of limitations making it difficult for us to collect.

Thank you.

Sec. 70-4. - Delinquent lists submitted to council; publication of lists.

- (a) A copy of each of the five lists mentioned in <u>section 70-3</u>(a) shall be submitted by the treasurer to the town council. Such lists shall be submitted at the first meeting of the town council held after the treasurer has completed the lists.
- (b) The treasurer may, or shall, at the direction of the council, certify to the county commissioner of the revenue a copy of the list of real estate on the commissioner's land book improperly placed thereon or not ascertainable. The commissioner of the revenue shall correct his or her land book accordingly. The treasurer shall be given credit for the entire amount of the taxes included in the list and may destroy the tax tickets made out by him or her for such taxes. The treasurer shall be given credit for all taxes shown on the list mentioned in section 70-3(a)(4) and (5) and for obligations discharged in bankruptcy as described in section 70-3
- (c) The town council may cause the lists mentioned in section 70-3(a)(2) and (3), or such parts thereof as deemed advisable by the treasurer, to be published at least once in a newspaper in the town, but if there is no newspaper published in the town, then in some newspaper having general circulation therein or in handbills to be posted generally throughout the town, and at the front door of the courthouse thereof for a period of 30 days.
- (d) The publication costs shall be paid for by funds allocated for that purpose by the town council, and shall be charged to the delinquent taxpayers listed. The sum payable by each delinquent taxpayer shall be determined by dividing the total publication costs incurred per 30-day period, by the number of delinquent taxpayers listed per 30-day period.

(Code 1968, § 2-3.1(C))

State law reference— Similar provisions, Code of Virginia, § 58.1-3924.

TOWN OF ALTAVISTA DELINQUENT PERSONAL PROPERTY TAXES DECEASED INDIVIDUALS

September 2, 2014

(Recommended write-off)

TAXPAYER NAME	TAX ROLL NUMBER	TAX AMOUNT	
Arthur, Virginia	57821	\$	38.86
Kershner, Dari	55133	\$	42.85
Kershner, Darl	63013	\$	116.04
Payne, Herman William	17102	\$	80.86
Thurman, John A	14360	\$	30.19
	TOTAL	\$	308.80

TOWN OF ALTAVISTA DELINQUENT PERSONAL PROPERTY TAXES UNDER \$20.00

September 2, 2014 (Recommended write-off)

TAXPAYER NAME	TAX ROLL NUMBER	TAX A	<u>AMOUNT</u>
Chapman, June Katherine DMX Inc Hall, Hubert Ronald	62103 59269 12296	\$ \$ \$	3.09 2.37 2.86
	TOTAL	\$	8.32

TOWN OF ALTAVISTA DELINQUENT REAL ESTATE TAXES September 2, 2014

TAXPAYER NAME	TAX ROLL NUMBER	TAX AMOUNT	
1634 Melinda Dr	46041	\$	696.15
Anderson, Curtis & Joyce	44541	\$	268.41
Anderson, Curtis & Joyce	44543	\$	273.79
Andrews, Ronnie & Delene	45537	\$	28.38
Andrews, Ronnie & Delene	45539	\$	20.44
Annas, Richard & Deborah	44571	· \$	172.21
Bell, Billy Joe	44679	\$	104.63
Bond, Bernard & Louise	44767	\$	114.27
C W Alta Vista Partners	54331	\$	332.24
C W Alta Vista Partners	54333	\$	3,352.62
Campbell, Erica	46823	\$	103.68
Centerville Partners LLC	47417	\$	224.14
Clark, Lillian	45043	\$	134.90
Coleman, Dorella	45119	\$	233.72
Devon Mobile Communications	48543	\$	110.33
Dickinson, Brian E	45253	\$	570.13
Ewing, Terry	45599	\$	115.41
Fore, Lucy	45727	\$	155.90
George B Tribble LLC	44627	\$	314.27
Grasty Gabriel	45909	\$	101.03
Gregory, Marcellus & Shaundula	47535	\$	26.63
Gregory, Marcellus Preston	45927	\$	405.17
Hamlett Charlotte	45991	\$	105.58
Harris, Gene & Charlene	46019	\$	97.81
Haskins, John B	46031	\$	17.03
Haskins, John B	46033	\$	17.03
Haskins, John B	46535	\$	148.72
Interstate Mortgage Corp	46681	\$	826.49
Mason, Hilda Howland	46553	\$	20.76
Mason, Hilda Howland	46557	\$	185.99
Minnis, Earl & Odessa	46745	\$	54.12
P & D Enterprises LLC	47017	\$	2,139.10
Pannell, David & Geraldine	47031	\$	160.01
Ponzi, Ann	47453	\$	201.87
Reynolds, Donna	45511	\$	54.96
Roach, Larry & Nadine	47353	\$	152.50
Stepney, Clinton & Jeannette	47743	\$	189.77
Stovall Diane & Maxine	47785	\$	20.44
Stovall Diane & Maxine	47787	\$	217.96
Thacker, Christopher K/Janet	47853	\$	429.19
Thomasville Retail	46411	\$	98.95

Trent, Curtis & Brenda	47941	\$	179.93
Turner, Alice	47983	\$	20.44
Villalpando Jessica	48211	\$	300.63
Woodruff, Earl & Margaret	48257	\$	145.32
	Takal	Φ.	10.010.00
	Total	\$	12,946.90

TOWN OF ALTAVISTA DELINQUENT REAL ESTATE TAXES SEPTEMBER 2, 2014 UNDER \$20.00

TAXPAYER NAME

TAX ROLL NUMBER

TAX AMOUNT

None to report

TOWN OF ALTAVISTA DELINQUENT REAL ESTATE TAXES SEPTEMBER 2, 2014 (RECOMMENDED WRITE-OFF)

TAXPAYER NAME	TAX ROLL NUMBER		TAX AMOUNT	
Hairston, Ethel/Minerva	45949		\$	305.26
Starr, Emma	47725		\$	161.18
Starr, Emma	47727		\$	161.18
Starr, Emma	47729		\$	170.83
		TO T AL	\$	798.45

TOWN OF ALTAVISTA DELINQUENT PERSONAL PROPERTY TAXES SEPTEMBER 2, 2014

TAXPAYER NAME	TAX ROLL NUMBER	TAX	AMOUNT
Adventure Entertainment Inc	16962	\$	524.53
Anderson, Nicole K	56537	\$	45.41
Annas, Deborah David	60569	\$	39.67
Annas, Richard Leon	50813	\$	58.17
Anthony, Thomas Julian	15896	\$	80.86
Anthony, Thomas Julian	15898	\$ \$ \$	80.86
Arnold, Margery Louise	65139	\$	18.99
Austin, Charles Thomas	57747	\$	11.12
Austin, Charles Thomas	57749	\$	17.74
Austin, Charles Thomas	62473	\$	5.91
Austin-Barnwell, Inge Marie	57825	\$	39.04
Austin-Barnwell, Inge Marie	59527	\$	64.63
Austin-Barnwell, Inge Marie Bank of the West	61063	\$	19.39
Bell, Quinn Keontae	62873 60459	\$ \$	247.18
Bennett Sara Hubbard	63285	э \$	46.04
Benoit, Ross Logan	63787	э \$	33.38
Berger, Brittany Nicole	60649	φ \$	34.99
Berger, Shonda Romaine	59967	\$ \$	22.69 65.01
Berger, Shonda Romaine	61469	\$	32.66
Berger, Shonda Romaine	61471	\$	100.90
Berger, Shonda Romaine	64547	\$	17.74
Berger, Shonda Romaine	64549	\$	29.45
Berry, Angle Mae	62255	\$	40.43
Bogert, Abbey Marie	65051	\$	45.41
Branzelle, Susan Palmer	61913	\$	42.69
Brees, Robyn Ann	61369	\$	36.90
Brinkley, Stephen Travis	56887	\$	22.69
Brooks, Teri Kelly	60135	\$	21.04
Brooks, Teri Kelly	60137	\$	51.56
Brooks, Teri Kelly	63113	\$	58.19
Brooks, Teri Kelly	64703	\$	52.23
Brown, Shana Matirs	58659	\$	102.62
Brown, Shana Matirs	58661	\$	80.86
Brown, Shana Matirs	58663	\$	90.13
Brown, Virginia Catherine	61825	\$	29.45
Brumfield, Candace Nicole	62105	\$	38.58
Brumfield, Candace Nicole	64957	\$	17.74
Brumfield, Candace Nicole	64959	\$	34.45
Brumfield, Jonathan Wayne	53701	\$	43.73
Brumfield, Jonathan Wayne Butler, George Calvin	53703	\$	43.73
Butler, George Calvin	16416 21668	\$	22.69
Cadogan, Brandon Andrew	21008 59031	\$ \$	22.69
Cadogan, Tyrone Jerome	59031 58785	\$ \$	80.86
oadogan, Tyrono octome	30700	Ψ	63.12

Canada, Kris Antino	63769	\$	29.
Canada, Kris Antino	65053	\$	11.0
Canada, Tallulla L	59549	\$	80.
Castillo, Isidro	60345	\$	59.
Chambers, Gregory Paul	64995	\$	17.
Chambers, Gregory Paul	64997	\$	17.
CJL Enterprises Inc	59093	\$	153.
Clark, Lewis Sr	52851	\$	22.
Clay, Marlene Logan	63185	\$	17.
Coffer, Angela Brandi	64849	\$	26.
Colbert, Larry Kent Jr	64751	\$	30.
Coleman, Michelle Waller	58237	\$	41.
Coles, Carrissa Tscharner	60313	\$	47.
Coles, Carrissa Tscharner	62107	\$	30.
Collins, Ryan Craig	63249	\$	25.
Collins, Ryan Craig	63251	\$	28.
Cook, Donnell Preston 3rd	59137	\$ \$	60.
Cook, Donnell Preston 3rd	64853	\$	39.
Cook, Joanne Myers	58733	\$	125.
Cummings, Franklin H	11548	\$	40.
Dalton, Linda F	58197	\$	31.
Davis, Blake Taylor	63401	\$	37.
Davis, Deshawn Kamaine	65027	\$	31.
Davis, Donzell Lavanta Jr	65301	\$	17.
Davis, Donzell Lavanta Jr	65303	\$	26.
Davis, Jeremy Maurice	63691	\$	37.
Davis, Jeremy Maurice	63693	\$	64.
Davis, Karlton L	53935	\$	22.
Davis, Karlton L	60307	\$	43.
Davis Karlton L	64823	\$	28.
Dickerson, Brittany Leschae	61941	\$	111.
Dubois Virginia Marie	60315	\$	52.
Dubois Virginia Marie	60317	\$	32.
Easley, Quintin Matthew	55515	\$	80.
Elder, Sara Renee	60633	\$	54.
Elliott Richard Terrell	62183	\$	15.
Elliott, William E	62629	\$	29.
Ellis, Harold	62381	\$	69.
Ellis, Harold	63303	\$	31.
Ellis, Harold	63305	\$	19.
Farrar, Leslie Meadows	63655	\$	59.
Fielder, Wendy Bolen	64735	\$	45.8
Fielder, Wendy Bolen	64737	\$	17.
Fitzgerald, Judy Corey	60461	\$	49.
Ford, Randy	64621	\$	46.9
Fox, Brandon Heath	60191	\$	41.0
Fox, Kelly Nichole	59073	\$	61.8
Fox, Kelly Nichole	60347	\$	68.6
Fox, Kelly Nichole	63273	\$	38.0
Gabel, Joseph Roy	58993	\$	32.8

Gabel, Joseph Roy	64837	\$	17.74
Garvin, Dedrick Slayton	62233	\$	35.31
Garvin, Dedrick Slayton	62235	\$	17.74
Gilbert, Lisa Ann	61375	\$	55.84
Gilbert, Sherwood	59823	\$	82.51
Gilbert, Sherwood	59825	\$	37.18
Gilbert, Sherwood	59827	\$	43.73
Glass, Michael Doyle	65283	\$	27.75
Global Computer Inc	59231	\$ \$	113.44
Goard, James Eugene	16016	\$	31.96
Goodman, James Robert Jr	12168	\$	22.69
Goodman, James Robert Jr	56273	\$	67.02
Graves, Alicia Ann	55797	\$	31.55
Graves, Lindsey Alphonzo	59183	\$	80.86
Graves, Lucy Mitchell	61699	\$	94.91
Graves, Lucy Mitchell	63161	\$	37.81
Graves, Preston Oshea	65105	\$	34.55
Green, Nathaniel E	59455	\$	21.05
Green, Nathaniel E	59457	\$	22.69
Green, Nathaniel E	59459	\$	32.73
Green, Nathaniel E	59461	\$	22.69
Green, Nathaniel E	59463	\$	38.35
Gregory, Marcella Pearl	17254	\$	35.56
Gregory, Marcella Pearl	17256	\$	83.65
Gregory, Shaundula Dickerson	17246	\$ \$	
Gregory, Shaundula Dickerson	52259		106.29
Gregory, Shaundula Dickerson		\$ ¢	21.04
Hall, Ashley Danielle	58365 60523	\$	21.04
Hall, Trevor Wayne		\$	79.36
Hall, Trevor Wayne	61917	\$	97.73
Hamlett, Charlotte	63317	\$	79.80
·	53085	\$	27.75
Harris, Charlene P	59647	\$	37.82
Harris, Gene Allen	12354	\$	22.47
Harris, Gene Allen	58951	\$	29.53
Haskins, Harold	59649	\$	17.74
Haskins, Harold	64273	\$	45.09
Haskins, Harold	64275	\$	29.55
Hasson, Michael Lynn	64847	\$	17.74
Hendricks, Terri Lynn	63695	\$	72.26
Hensley, Jason Brian	63713	\$	126.93
Hite, Annette	60117	\$	49.24
Hite, Annette	64671	\$	33.92
Hite, Annette	64673	\$	30.73
Holcombe, Jessica D	62239	\$	74.19
Holcombe, Jessica D	62241	\$	324.54
Holland's Asphalt Sealing	60383	\$	63.12
Hren, Spencer Evan	57147	\$	37.13
Hren, Spencer Evan	57149	\$	37.13
Hren, Spencer Evan	57151	\$	37.13
Hren, Spencer Evan	58685	\$	84.23

Hren, Spencer Evan	61789	\$	53.46
Hren, Spencer Evan	63213	\$	21.04
Hren, Spencer Evan	63977	\$	9.46
Hren, Spencer Evan	63215	\$	12.37
Hudson, Alicia M	62007	\$	75.36
Hudson, Sarah Elizabeth	58569	\$	124.78
Hudson, Sarah Elizabeth	61673	\$	177.81
Hull, Michael Ray	56597	\$	80.34
Hunt, Raleigh Lee	61475	\$	30.83
Hunt, Raleigh Lee	61479	\$	32.21
Hunt, Shanna Nicole	63789	\$	31.80
Hunt, Shanna Nicole	65323	\$	28.17
Hunt, Welsey Leon	65305	\$	31.36
Jaudon Sharlay Lashawn	65039	\$	85.74
Jennings, James Junior	64743	\$	17.74
Jennings, Kevin Lee	62035	\$	11.92
Jennings, Kevin Lee	62037	\$	90.22
Johnson, Sharmia Danielle	60653	\$	44.13
Johnson, Sharmia Danielle	64903	\$	69.46
Jones, Brittney Denise	63461	\$	35.59
Jones, Brittney Denise	64987	\$	34.45
Jones, Stephanie Lynette	58757	\$	49.45
Jones, Stephanie Lynette	60285	\$	17.74
Jordan, Junior	51257	\$	47.20
Jordan, Junior	58505	\$	37.13
Kershner, Darl K Jr	65147	\$	34.65
Kidd, Krystal Renee	60257	\$ \$	44.35
King, Heather Marie	61897	φ \$	80.57
King, Heather Marie	64891	\$ \$	
King, William Hayden Jr	65087	\$ \$	50.41
Knowles, Anthony	63463	э \$	32.42
Lambert, Kathy Doss		ֆ \$	17.74
Lambert, Kathy Doss	62075	ው ው	10.06
Lambert, Kathy Doss	62081	\$	32.53
Lewis, Joshawa Dale	63387	\$ \$	17.74
•	64555		27.21
Little, Brandy Renee	60269	\$	22.69
Little, David Malcolm	60535	\$	35.75
Little, David Malcolm	60537	\$	81.99
Logan, Tanya Shanika	60503	\$	27.53
Looi, Ah Lock	56955	\$	53.87
Mahoney, Richard	60541	\$	49.17
Mahoney, Richard	61885	\$	72.93
Martin, Shannon Henry	58295	\$	22.69
Martin, Shannon Henry	59895	\$	37.82
Maselli, Karina	63585	\$	41.74
Mattox, Dustin Brice	58957	\$	33.27
Mattox, Dustin Brice	63257	\$	93.15
Mays, Thurmond	12992	\$	37.13
Mays, Virginia	12996	\$	17.74
McDaniel, Robert W	62521	\$	30.08

Miller, Charles Joseph	60183	\$	29.23
Miller, Charles Joseph	61705	\$	37.13
Miller, Charles Joseph	61707	\$	17.74
Miracle Outreach Deliverance	56841	\$	71.26
Mlynarczyk, Thomas Andrew	63467	\$	39.04
Monroe, Harold E	15250	\$	63.12
Monroe, Harold E	15252	\$	
Monroe, John P			63.12
	58053	\$	22.69
Monroe, Lashonna	55503	\$	17.74
Monroe, Lashonna	61695	\$	17.74
Monroe, Lashonna	63155	\$	38.28
Monroe, Monique Rochelle	59921	\$	37.22
Moore, Ashley Marie	60115	\$	44.35
Moore, James Albert Jr	60111	\$	21.44
Moore, James Albert Jr	60627	\$	44.87
Moore, James Albert Jr	60789	\$	52.69
Moorman Daisy Laurene	59109	\$	57.97
Moorman, Darrell Lee	64969	\$	30.94
Moorman, Shannon Marie	54163	\$	41.73
Mooreland Jessica Desiree	64989	\$	61.70
Morrison, Kimberly Lynn	58461	\$	
Morrison, Kimberly Lynn	60091	ው ው	47.63 39.46
- · · · · · · · · · · · · · · · · · · ·		\$	
Myers, Angela Eloise	20752	\$	31.25
Myers, Archie Matthew	65069	\$	17.74
Myers, Deandre Marcus	65205	\$	43.07
Myers, Franklin Deron	63703	\$	55.20
Myers, Iuwanti Kendra	63205	\$	79.41
Myers, Iuwanti Kendra	64777	\$	33.81
Myers, Sandy Berger	60407	\$	111.60
Myers, Sandy Berger	62041	\$	69.06
Myers, Sandy Berger	63373	***	37.57
Myers, Sandy Berger	63375	\$	19.39
Myers, Stevie Clinton	55137	\$	37.69
Myers, Stevie Clinton Myers, Walter Estate	58391 13292	ð	22.69
Neal, Bradley Scott	64647	φ ¢	22.69 32.85
Nelson, Shawntae P	61927	\$ \$	36.65
Nelson, Shawntae P	64909	· ·	
Nelson, Shawntae P		\$	32.21
•	64911	\$	33.60
Nelson, Shawntae P	65243	\$	28.28
Nichols, Christy	49275	\$	35.00
Oliver, Renauldo Sinclair	57157	\$	43.73
Osment, Deann Michele	64433	\$	28.28
Osment, Deann Michele	64435	\$	33.92
Paape, Ronald Charles 2nd	53907	\$	17.74
Padgett, Theresa Ann	60127	\$	74.18
Paggans, Robert William	63009	\$	21.04
Pannell, Lakesha Renee	64637	\$	53.49
Pannell, Shemeka Antoinette	56673	\$	42.39
Pannell, Shemeka Antoinette	56675	\$	82.11
Patrick, Dorothy Marie	62737	\$	122.92
•		•	

Patrick, Dorothy Marie	64335	\$	42.54
Payne, Adrianne Lawon	60629	\$	44.87
Payne, John C	56083	\$	45.48
Payne, John C	62537	\$	37.13
Payne, Vertna Lee	58321	\$	42.92
Pickett, Tammy Lynn	57471	\$	74.07
Pierce, Ethel Lewis	63707	\$	87.18
Pittman, Kimberly Michelle	62909	\$	60.67
Power, Annette O	62931	\$	17.74
Power, Annette O	62933	\$	47.91
Power, Jessica Lynn	60305	\$	52.69
Power, Jessica Lynn	61829	\$	97.43
Power, Jessica Lynn	63405	\$	75.78
Pritchett, James Edward	53327	\$	80.86
Pryse Enterprises	62385	\$	490.88
Ransom, Herbert Otey	60065	\$	40.94
Reigelsperger, Stephanie M	61595	\$	63.35
Reynolds, Albert McLinden	64487	\$	17.74
Reynolds, Donna Margaret	63129	\$	36.07
Rice, Brian David	56863	\$	42.11
Rice, Kelli Lynn	61747	\$	51.04
Rice, Krystal Lee	61785	\$	43.19
Roach, Larry Kermit	56581	φ \$	56.38
Robertson, Edna Logwood	64701	\$ \$	17.74
Robertson, Lindsey Gayle	65277	\$	17.74
Robinson, Carl Antonio	55539	\$	63.12
Robinson, Carl Antonio	61701	\$	40.64
Robinson, Loretta H	13844	\$	32.64
Rosser, Charles Eugene	60003	\$	34.96
Sanitate, Joseph James Jr	60643	\$	37.13
Scott, Kimberley Dawn	65237	\$	29.77
Scruggs, David Michael	63181	\$	
Shanks, Thomasine Idell	54951	\$ \$	32.32 58.18
Shanks, Thomasine Idell	58243	\$	
Shelton, Kimberly McDaniel	60605	φ \$	22.69
Shelton, Michael Jeffrey	60957	φ \$	86.37
Shelton, Michael Jeffrey	62207		22.69
Shelton, Michael Jeffrey	62209	\$	40.43
Shelton, Shanel Denise		\$	40.43
Shelton, Stuart Arthur	53359	\$	80.86
Shields, Dwayne E	59887	\$ \$ \$	80.86
Shields, Jeremy Lynn	10534	\$	92.24
	56781	\$	80.86
Shields, Jeremy Lynn	56783	\$	100.99
Shields, Jeremy Lynn	63035	\$ \$ \$	33.14
Smith, Margretha Anna	59159	\$	31.17
Smith, Mitzi Marie	63519	\$	148.47
Smith, Treasia Elizabeth	65041	\$	17.74
Smith, Treasia Elizabeth	65043	\$	34.98
Speed-Keane, April Renee	61447	\$	101.98
Stapleberg, Cassie Lynne	60379	\$	36.14

Stone, Germaine Monroe	61787	\$	58.17
Stone, Karon Lee	62795	\$	169.68
Stone, Marcus Dean	55977	\$ \$	91.56
Stone, Phillip Anthony Jr	61865	\$	21.04
Stone, Tonya Logwood	61929	\$	29.71
Stone, Tonya Logwood	63323	\$	31.05
Stone, Tonya Logwood	64913	\$ \$	29.45
Stone, Tonya Logwood	64915	\$	31.25
Strouth, Jerry Francis	58445	\$	30.51
Sutphin, Joel Wayne Jr	57127	\$	63.12
Tapp, Wesley Scott	51115	\$	30.79
Tardy, April Waller	60433	\$	31.56
Tarpley, Demetrius	65207	\$	39.35
Terry, Valeria Dale	65281	\$	32.96
Thomas, Adettra A	59417	\$	235.63
Thomas, Danielle Michelle	61743	\$	36.42
Thomas, Jerralynne Parker	63765	\$	53.40
Thomas, Vicky L	64529	\$ \$	72.45
Thompson, Stephanie H	64573	\$	67.13
Thornhill, Russell L	56459	\$	114.51
Tinsley, James Ubana	64785	\$	27.32
Tinsley, James Ubana	64787	\$	30.40
Trent, Brenda Marsh	62099	\$	26.68
Trent, Brenda Marsh	64955	\$	17.74
Trent, Curtis L	14392	\$	28.06
Tucker, Angela Eloise Myers	55949	\$	46.69
Tucker, Gloria Dalton	55061	\$	117.06
Tucker, Shirley Mae	60467	\$	61.28
Tucker, Timothy Jerome	54179	\$	33.77
Turner, Brooke Langhorne	50895	\$	40.84
Turner, Brooke Langhorne	56713	\$	349.45
Turner, Brooke Langhorne	56715	\$	79.88
Turner, Brooke Langhorne	51665	\$	128.66
United Telephone of Ohio	62147	\$	199.10
Unroe, Judith	59509	\$	33.01
Unroe, Judith	61051	\$	65.91
Vaughn, Whitney	65267	\$	5.11
Vaughn, Whitney	65269	\$	28.71
Wade, Joshua Allan	60119	\$	43.73
Wade, Joshua Allan	60121	\$	70.30
Wade, Joshua Allan	60123	\$ \$	
Wade, Joshua Allan	60125	\$ \$	80.86 43.73
Wade, Joshua Allan	61627	\$	33.25
Wade, Joshua Allan	64675	\$	34.03
Waller, Christopher Lee	63521	\$ \$	
Waller, Tracy Johnathon Jr	61985	\$	42.36
Watts, Denise Crystal	55781	\$ \$	21.04
Weeks, Christopher Lee	60685		37.82
Weeks, Christopher Lee	60687	\$ ¢	31.25
White, Michael Allen	57213	\$ \$	29.02
TTIMO, MICHAEL THICH	3/213	Φ	32.08

White, Tammie Lynn	60667	\$ 123.50
White, Tammie Lynn	60669	\$ 118.46
White, Tammie Lynn	60671	\$ 89.71
Whiteside, Joanne Brown	60351	\$ 46.44
Williams, Sandy Michelle	63235	\$ 41.00
Wilson, Billie Ruth	59987	\$ 38.09
Wilson, Billie Ruth	62995	\$ 30.81
Wimbush, Erika Denise	61863	\$ 75.98
Witt, Rhonda Shelton	63131	\$ 34.12
Womack, Stephanie Ann	62017	\$ 49.35
Woodruff, Sharon Elizabeth	58453	\$ 40.09
Woodruff, Sharon Elizabeth	64611	\$ 17.74
Woods, Jessica Ann	60289	\$ 126.48
Woods, Jessica Ann	61823	\$ 38.58
Woodson, John Norman 2nd	64649	\$ 15.38
Woodson, John Norman 2nd	64651	\$ 17.74
Woodson, John Norman 2nd	64653	\$ 33.60
Wright, Ashley Ryanne	61861	\$ 41.12
Younger, Jeremey Jermaine	61989	\$ 46.20
	TOTAL	\$ 18,685.50

TOWN OF ALTAVISTA UNCOLLECTED TAXES AMOUNTING TO LESS THAN \$20.00 FOR WHICH NO BILLS WERE SENT AS OF SEPTEMBER 2, 2014

REAL ESTATE TAXES
None

PERSONAL PROPERTY TAXES
None

TOWN OF ALTAVISTA DELINQUENT PERSONAL PROPERTY TAXES September 2, 2014

2009 TAX YEAR

(Recommended write-off)

TAXPAYER NAME	TAX ROLL NUMBER	TAX A	TAX AMOUNT	
Anthony, Thomas Julian	15896	\$	24.34	
Anthony, Thomas Julian	15898	\$	24.34	
Brown, Shana Matirs	58659	\$	35.76	
Brown, Shana Matirs	58661	\$	24.34	
Brown, Shana Matirs	58663	\$	33.69	
Brumfield, Jonathan Wayne	53701	\$	24.34	
Brumfield, Jonathan Wayne	53703	\$	24.34	
Butler, George Calvin	16416	\$	24.34	
Butler, George Calvin	21668	\$	24.34	
Cadogan, Brandon Andrew	59031	\$	24.34	
Cadogan, Tyrone Jerome	58785	\$	32.00	
Cadogan, Tyrone Jerome	58787	\$	45.11	
Cadogan, Tyrone Jerome	58789	\$	38.35	
Canada, Tallulla	49657	\$	39.00	
CJL Enterprises	59093	\$	22.40	
CJL Enterprises	59095	\$	99.79	
CJL Enterprises	59097	\$	79.93	
Clark, Lewis Sr	52851	\$	24.34	
Clay, Phillip Anthony	56645	\$	24.34	
Coleman Cynthia Boley	57503	\$	34.72	
Coleman, Michelle	58235	\$	56.66	
Coleman, Michelle	58237	\$ \$	41.73	
Cook, Joanne Myers	58733	\$	121.17	
Cook, Lawrence	10092	\$ \$	34.34	
Cook, Lawrence	17002	\$	49.39	
Cook, Lawrence	52863	\$	24.34	
Cox, James Wesley	58397	\$	54.71	
Davis, Karlton	53935	\$	24.34	
Destin, Natacha	57489	\$	34.34	
Doss, Brian Heath	59141	\$	24.34	
Easley, Quintin Matthew	55515	\$	32.13	
Easley, Quintin Matthew	56985	\$	42.78	
Fox, Brandon Heath	55677	\$	33.16	
Fox, Brandon Heath	58617	\$	35.11	
Fox, Brandon Heath	58619		46.02	
Fox, Brandon Heath	58621	\$	46.14	
Fox, Cynthia G	12028	\$	24.34	
Fox, Kelly Nichole	59073	\$	34.46	
Fox, Kelly Nichole	59075	* * * * * * * * * *	35.11	
Gabel, Joseph Roy	58993	\$	34.59	
Goard James Eugene	16012	\$	24.34	
Goard, James Eugene	16016	\$	33.56	
Goard, Wanda Pannell	58797	\$	24.34	
Graves, Lindsey Alphonzo	59183	\$	24.34	

55781 55999 55555 57445 59025 57267	\$ \$ \$ \$ \$ \$ \$	38.23 57.57 32.64 32.91 43.68 42.38
55781 55999 55555 57445 59025	\$ \$ \$ \$ \$	38.23 57.57 32.64 32.91 43.68
55781 55999 55555 57445	\$ \$ \$ \$	38.23 57.57 32.64 32.91
55781 55999 55555	\$ \$ \$	38.23 57.57 32.64
55781 55999	\$ \$	38.23 57.57
55781	\$	38.23
	τ	
56120	.	36.94
		150.90
	\$	35.37
	\$	38.75
		33.29
	\$	35.76
		33.56
		95.73
		35.11
		34.99
		32.78
		34.99
56781		24.34
10534		25.80
53359		24.34
60957		24.34
55539		32.39
53327		24.34
58783		45.76
58321		43.43
	\$	24.34
56675		44.46
56673		41.73
57157	\$	24.34
13292	\$	24.34
58513	\$	38.75
58053	\$	24.34
15252	\$	24.34
15250	\$	24.34
55259		36.67
58595	\$	79.77
54191		64.06
57287		36.29
56597		71.72
58523		45.37
58469	\$	32.13
	56597 57287 54191 58595 55259 15250 15252 58053 58513 13292 57157 56673 56675 17102 58321 58783 53327 55539 60957 53359 10534 56781 56783 59159 59171 55977 59417 56459 58741 55061 54177 54179 58579	58523 \$ 56597 \$ 57287 \$ 54191 \$ 58595 \$ 55259 \$ 15250 \$ 15252 \$ 58053 \$ 58513 \$ 13292 \$ 57157 \$ 56673 \$ 5675 \$ 17102 \$ 58321 \$ 58783 \$ 53327 \$ 55399 \$ 60957 \$ 53359 \$ 10534 \$ 56781 \$ 56783 \$ 59159 \$ 59171 \$ 55977 \$ 59417 \$ 56459 \$ 58741 \$ 55061 \$ 54177 \$ 54179 \$

^{*} Bankruptcy



Town of AltavistaTown Council Meeting Agenda Form

Meeting Date: September 9, 2014

Agenda Placement: New Business

(Special Recognition (awards, proclamation), Requests & Communications (reports, information presentations). Public Hearings, Unfinished Business, New Business, Closed Session)

Subject Title: Consideration of Regional Investigation Squad Resolution

Presenter(s): Town Manager

SUBJECT HIGHLIGHTS

Attached is information submitted by Chief Walsh in regard to a Regional Investigation Squad. The attached resolution would need to be adopted to participate.

Council may decide to adopt the resolution or refer the matter to a committee.

Action per discussion.

Attachments:

✓ Yes

☐ No

Attachments (in order they appear in packet): 1) Regional Investigation Squad information;

2) Resolution



POST OFFICE BOX 199, LYNCHBURG, VIRGINIA 24505

POLICE DEPARTMENT

August 18, 2014

Superintendent Flaherty; Sheriff Ayers, Sheriff Brooks, Sheriff Brown, Sheriff Hutcherson, Sheriff Letterman, Sheriff Taylor; Chief Baldwin, Chief Day, Chief Walsh, Acting Chief Harler:

I sincerely appreciate your recent assistance in approving the updated Regional Investigative Squad Memorandum of Understanding. As you are aware, this document provides guidelines for inter-agency cooperation in the event of major case investigations. The updated version of the MOU (included with this letter) has been finalized and is now ready for your signature, and where applicable, the signature of your town manager. It contains individual signature pages for each jurisdiction. Please sign on your designated page and arrange for your town manager's signature, where applicable. Once all required signatures for your jurisdiction have been completed, please mail just your original signature page back to me at the following address:

Captain Ryan Zuidema Lynchburg Police Department 905 Court Street Lynchburg, VA 24504

Once all signature pages are returned, I will send you a copy of the entire document including signatures from all participating jurisdictions. Your assistance with this matter is greatly appreciated. Please don't hesitate to contact me at 434-455-6171 if you have any questions.

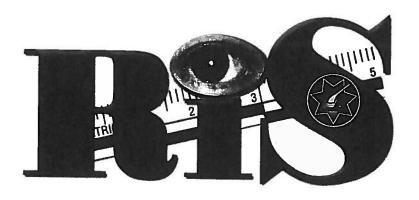
Sincerely,

Captain Ryan M. Zuidema

Criminal Investigations Division

Lynchburg Police Department





The Regional Investigative Squad

BY-LAWS and AGENCY AGREEMENT August 2014

BY-LAWS REGIONAL INVESTIGATION SQUAD

Purpose:

The Regional Investigation Squad was created to establish a partnership between the law enforcement agencies in Central Virginia in order to assist them in meeting the challenges of investigating major criminal offenses. The purpose of the Regional Investigation Squad shall be to provide the member jurisdictions of Central Virginia with an effective and efficient solution to solving major cases. The operation of the Squad shall provide many related benefits ranging from the exchanges of information to actual professional investigating capabilities. The Squad shall provide greater law enforcement resources for all the member jurisdictions.

Mission:

The Mission of the Regional Investigative Squad is to work collaboratively in order to solve major cases within the member jurisdictions.

Values:

The Regional Investigative Squad will work toward the accomplishment of our mission by exemplifying our Values.

Respect * Integrity * Service

ADVISORY COMMITTEE

To oversee the Area Regional Investigation Squad an Advisory Committee will be established. It will consist of one member from each of the member jurisdictions. Once selected, the Regional Investigation Squad Advisory Committee will select from among its members a Chairman and a Vice-Chairman, each of who shall serve one year terms or until a successor is elected. Elections for these officers will be conducted prior to the commencement of each calendar year.

MEMBERSHIP

The Regional Investigative Squad is made up of law enforcement agencies in the City of Lynchburg, County of Amherst, County of Appomattox, County of Bedford, County of Campbell, County of Nelson, County of Pittsylvania, Town of Altavista, Town of Amherst, Town of Bedford, Town of Brookneal and the Virginia State Police.

Personnel assigned to the Regional Investigative Squad will possess knowledge of investigative techniques, ability to secure citizen cooperation, skill in report writing and willingness to function as a team member. The selected member must accept the assignments as given, follow prescribed procedures, and be able to offer loyalty, energy and enthusiasm to their supervisor in no less degree than would be afforded the home agency. Members of the Squad will be adequately trained so that each will be able to handle major case investigations.

PROCEDURES FOR ACTIVATION OF SQUAD

- If the crime comes within purview of the Regional Investigative Squad's purposes, and circumstances indicate outside help is needed, the agency head, or designee, in the jurisdiction in which the crime has occurred has the authority to activate the squad.
- 2. The requesting agency head or designee should make contact with member jurisdictions to request assistance. All member jurisdictions should be made aware of the activation of the Squad whether or not assistance is requested.
- 3. The requesting agency should provide the following information:
 - a. Location where the Squad is to convene;
 - b. Type of crime, time of the crime and time discovered;
 - c. A resume of the facts including type of terrain, equipment needed, evidence known and other helpful data; and
 - d. The number of investigators the agency feels would be desirable to handle this investigation.
- 4. Regional investigations should not extend beyond seven days, except where unusual circumstances warrant an extension. Such extensions will be determined on a case by case basis.

ADMINISTRATION AND ORGANIZATION

The overall supervision of the Squad is vested in the Committee herein before named. This group will determine major policy, establish necessary operating principles for the Squad, and shall have authority for assignment or withdrawal of Squad personnel from any case or area of a participating agency.

The requesting agency will be in full charge of any investigation arising from its jurisdiction.

APPOINTMENT OF STAFF OFFICERS

The Chief/Sheriff in charge of the investigation may appoint such supervisory personnel as is deemed necessary for proper handling of the investigation, to include the investigative process and the handling of all media inquiries.

INVESTIGATIVE SUPERVISOR

- Must be an experienced officer, skilled in the actual direction of a criminal investigation, in supervision of personnel and in reading comprehension, retention and logic.
- 2. Reviews all reports, including those considered non-productive, to make certain that no leads are overlooked.
- 3. Upon discovery of leads, prepares lead cards / sheets, assigns leads for investigation and follow-up on the results obtained.

- 4. Ensures that prospective witnesses not located or interviewed initially are rescheduled for interviews.
- 5. Keeps the Agency Head and Commonwealth's Attorney or designees fully informed as to progress of the investigation.
- 6. Controls activities of all investigative personnel, ensuring that they report their progress in assigned tasks before following any new line of inquiry.
- 7. If a Squad member from an agency other than the requesting agency is appointed the Investigative Supervisor, it must be done in writing and with the approval of that Squad member's Chief or Sheriff.

THIS REGIONAL INVESTIGATION SQUAD (RIS) AGREEMENT, made and entered into this 18th day of August, 2014, by and between the CITY OF LYNCHBURG, Virginia, party of the first part; the COUNTY OF AMHERST, Virginia, party of the second part; the COUNTY OF APPOMATTOX, Virginia, party of the third part; the COUNTY OF BEDFORD, Virginia, party of the fourth part; the COUNTY OF CAMPBELL, Virginia, party of the fifth part; the COUNTY OF NELSON, Virginia, party of the sixth part; the COUNTY OF PITTSYLVANIA, Virginia, party of the seventh part; the TOWN OF ALTAVISTA, Virginia, party of the eighth part; the TOWN OF AMHERST, Virginia, party of the ninth part; the TOWN OF BEDFORD, Virginia, party of the tenth part; the TOWN OF BROOKNEAL, Virginia, party of the eleventh part; the VIRGINIA DEPARTMENT OF STATE POLICE, party of the twelfth part;

WITNESSETH:

WHEREAS, Section 15.2-1726 of the Code of Virginia of 1950, as amended, authorizes the governing body of any county, city, or town, in its discretion, to enter into a reciprocal agreement with any other county, city, town, or combination thereof, for such periods and under such conditions as the contracting parties deem advisable for the cooperation in the furnishing of police services; and subject to the conditions of said agreement, all policemen, officers, agents and other employees of such cooperating law enforcement agencies shall have the same powers, rights, benefits, privileges and immunities in every jurisdiction subscribing to said agreement, including the authority to make arrests in every such jurisdiction subscribing to said agreement; and

WHEREAS, the respective City Council of the City of Lynchburg; the Boards of Supervisors of the Counties of Amherst, Appomattox, Bedford, Campbell, Nelson and Pittsylvania; and the Town Councils of the Towns of Altavista, Amherst, Bedford and Brookneal have adopted resolutions authorizing the execution of this reciprocal agreement, certified copies of the said resolutions being hereto attached:

NOW, THEREFORE, THIS AGREEMENT FURTHER WITNESSETH:

That for and in consideration of the premises and of the mutual benefits to be derived hereunder, the parties do hereby reciprocally agree as follows; the CITY OF LYNCHBURG, Virginia, party of the first part; the COUNTY OF AMHERST, Virginia, party of the second part; the COUNTY OF APPOMATTOX, Virginia, party of the third part; the COUNTY OF BEDFORD, Virginia, party of the fourth part; the COUNTY OF CAMPBELL, Virginia, party of the fifth part; the COUNTY OF NELSON, Virginia, party of the sixth part; the COUNTY OF PITTSYLVANIA, Virginia, party of the seventh part; the TOWN OF ALTAVISTA, Virginia, party of the eighth part; the TOWN OF AMHERST, Virginia, party of the ninth part; the TOWN OF BEDFORD, Virginia, party of the tenth part; the TOWN OF BROOKNEAL, Virginia, party of the eleventh part; the VIRGINIA DEPARTMENT OF STATE POLICE, party of the twelfth part;

do hereby reciprocally agree as follows:

1. JURISDICTIONS INCLUDED

All of the jurisdictions which are a party to this agreement shall through their local law enforcement agencies participate in the formation and operation of the Squad.

2. DAMAGE AND LIABILITY

The requesting jurisdiction shall be responsible for replacing any expended consumable supplies borrowed from another jurisdiction and will repair any damage occurring to borrowed equipment as a result of its use. The Squad member however, will be jointly responsible with his own agency for maintenance of his personal equipment and of any government vehicle or additional government items brought for his own use while serving his assignment. Requesting jurisdictions will not be responsible for damage to vehicles on loan where the accident was clearly

the fault of the driver of such vehicle from the same department. However, the requesting jurisdiction assumes only such liability for duty actions of the Squad member as may be determined under general law for damages to property or person committed while performing his duty in a reasonable and prudent manner in accordance with orders or directions given him by the proper authority of the requesting jurisdiction.

In the event any claims or lawsuits are filed against any party to this agreement or against the individual employees of any party to this agreement for acts performed pursuant to this agreement, each party will be responsible for providing legal representation for itself and its employees. Each party to this agreement hereby waives all claims against the other parties for compensation and for any loss, damages, injury or death occurring as a consequence of the performance of this agreement. This agreement shall not be construed to impair or affect any sovereign or governmental immunity or official immunity from liability that be enjoyed by the parties to this agreement or by any of their officers, agents or employees. Any services performed under this agreement shall be deemed for public and governmental purposes.

3. RETIREMENT, DISABILITY, INSURANCE, WORKERS' COMPENSATION

Each agency will continue to provide its personnel on assignment in another jurisdiction with the same employment benefits they are furnished when on duty at home (Virginia Code 15.2-1726). The requesting agency will not be required to assume or reimburse the cost of insurance on law enforcement personnel from other jurisdictions assigned to the Squad or on any necessary equipment those personnel might bring to their assignment. It is the responsibility of each jurisdiction to have liability insurance on its law enforcement employees, and shall maintain that coverage when its officers are called to another territory included in this Agreement.

4. JURISDICTIONAL WITHDRAWAL CLAUSE

Any one of the parties hereto may withdraw from this agreement by the adoption of a resolution providing for such withdrawal and this agreement shall remain in full force and effect between the remaining parties to this agreement until all parties hereto have withdrawn and terminated this agreement by the adoption of appropriate resolutions.

5. DURATION OF AGREEMENT

The terms of this agreement shall be unlimited except for withdrawal of any one of the parties hereto as indicated in Paragraph 4 above.

6. SEVERABILITY CLAUSE

If at any time any provision, paragraph, clause, or word shall be held invalid, the remainder of the provisions, paragraphs, clauses, or words, other than that which has been held invalid, shall not be affected thereby.

7. CHANGES TO THE AGREEMENT

Should it become necessary to modify any part of this Agreement, such modification shall be incorporated in written amendments to this agreement after they are mutually agreed upon unanimously by the participating members.

RESOLUTION

WHEREAS, for a number of years the cities, counties and towns in Central Virginia and their law enforcement agencies have participated in mutual aid agreements; and,

WHEREAS, these mutual aid agreements have (a) helped promote regional cooperation among law enforcement agencies (b) helped participating jurisdictions provide law enforcement services and (c) helped enhance the overall quality of law enforcement services in Central Virginia; and,

WHEREAS, on July 17, 1974, the Town of Altavista to enter into a mutual aid agreement with Amherst County, Appomattox County, Bedford County, Campbell County, the City of Bedford, the City of Lynchburg, the Town of Amherst, the Town of Appomattox, and the Town of Brookneal, for the establishment of a Regional Investigation Squad to assist the participating localities in investigating major criminal offenses in the Central Virginia area; and.

WHEREAS, the Regional Investigation Squad mutual aid agreement needs to be updated to reflect amendments to the Virginia Code, to reflect the City of Bedford's reversion to a Town, to allow Nelson County, Pittsylvania County, the Town of Bedford, and the Virginia Department of State Police to participate in the Regional Investigation Squad mutual aid agreement, and to reflect the fact that law enforcement services in the Town of Appomattox are provided by the Appomattox County Sheriff's Department; and,

NOW, THEREFORE, BE IT RESOLVED that the Altavista Town Council hereby authorizes the Town to enter into a written mutual aid agreement for the establishment of a Regional Investigation Squad with Amherst County, Appomattox County, Bedford County, Campbell County, Nelson County, Pittsylvania County, the City of Lynchburg, the Town of Amherst, the Town of Bedford, the Town of Brookneal, the Virginia Department of State Police, and their respective law enforcement agencies, and hereby authorizes the Town Manager and the Chief of Police to execute the Regional Investigation Squad mutual aid agreement on behalf of the Town of Altavista.

Adopted:		
Certified: _		
	Clerk of Council	

September 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Labor Day Town Offices Closed	Planning Commission 5:00 pm	3	4	5	6 1st Saturday Trade Lot AOT Cruise-In 5:30
7	8	9 Joint Work Session with Planning Comm. 5:30 Finance Committee Meeting 6:45 pm Council Meeting 7:00 pm	10	11	12	13
14	15	16	17	18	19	20 AOT Town wide Yard Sale 7:00 am – 2:00 pm Avoca 15 th Annual Jubilee & Wine Festival
21	22	23	24	25	26 Public Works/Utility Comm. Meeting 7:00 AM Finance/HR Comm. Meeting 8:00 AM	27
28	29	30				

October 2014									
Sun	day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
6 th Annu Scarecro Stroll				1	2	3	4 1st Saturday Trade Lot AOT Cruise-In 5:30		
5	VML AN	6 Planning Commission 5:00 pm	7 NCE	8	9	10	11		
12		13 Columbus Day Town Offices Open	14 Finance Committee Meeting 6:45 pm Council Meeting 7:00 pm	15	16	17	18		
19		20	21	22	23	Public Works/Utility Comm. Meeting 7:00 AM Finance/HR Comm. Meeting 8:00 AM	25		
26		27	28	29	30	31 Halloween			